



## ABWK Program Assistant Position Description

### Responsibilities

Working alongside staff to organize A Brush With Kindness (ABWK) events. Hosting ABWK work sites and offering a hub for information, direction, and hospitality. Overseeing ABWK projects to completion. Ensure volunteers sign in and sign out. Calculate hours and provide feedback on projects.

Maintain clear communication and collaborating with other key staff members to support the affiliate's mission as a whole. Work alongside staff to ensure affiliate's mission of affordable and decent housing for all is always pursued.

Reports to the Volunteer Coordinator and ABWK Coordinator.

### Duties

- Ascertain ABWK project needs including materials, volunteers, hours, and date ranges, coordinating with staff and homeowners to establish events.
- Supply information as requested to site volunteers and staff as needed.
- Participate in activities on project site, including overseeing and organizing sites.
- Maintain current database for ABWK projects alongside staff members.
- Occasionally interview ABWK program homeowners to assess needs and suitability.
- Gather materials for projects as needed.

### Requirements and Expectations

#### Required

- Experience with Windows OS, Office Suite focusing on Word/Excel, and Google Suite
- Willingness to partner with homeowners, community, and affiliate staff in support of our mission of affordable and decent housing.

#### Desired

- Familiarity with basic outdoor repairs, painting, landscaping, and yard work

### Time Commitment

- One to three days a week for ABWK projects; times and dates vary. Projects vary from two to three hours up to eight hours. Weekends and evenings possible. Office time as needed. Between 15-20 hours weekly.
- Given the responsibility of this position, inability to report to duties must be communicated three hours prior to start time for projects.
- Bi-weekly meetings with volunteer manager and ABWK organizer.

### Working conditions

- Outdoors including project sites for preservation projects and home builds.
- Occasional office environment.

### Support

- Training may be provided. ABWK Coordinator, Volunteer Coordinator, and Executive Director will be available for questions and assistance.