

## **Rebuilding Together – St. Louis**

**Mission:** Repairing homes, revitalizing communities, rebuilding lives.

**Vision:** Safe homes and communities for everyone.

Job Title: Program Assistant  
Hours: Full-time, non-exempt  
Reports to: Program Director

Rebuilding Together St. Louis provides home repairs at no cost to homeowners in the St. Louis area who are seniors, military veterans, and individuals with disabilities. We are seeking a Program Assistant to be a part of our growing program team. As the first point of contact for potential applicants and a representative of the organization at community events, the Program Assistant must enjoy connecting with others and sharing the mission of RTSTL. The ability to manage time, prioritize projects and coordinate the processing of a high volume of applications will be critical to success in this role, as is having an awareness and understanding of barriers often faced by the people served by RTSTL.

### ***Essential Functions***

- Coordinate client intake to include responding to inquiries, mailing application forms, providing referrals as appropriate, and managing the waiting list
- Review all applications received and determine eligibility for the program including any potential grants funds that could apply
- Establish communication – through telephone, email and in-person visits – with applicants to review the application information, required paperwork, any additional information needed and any other questions the applicant may have
- Using MS Excel and Salesforce, enter data, prepare reports and evaluate data in assigned areas of responsibility
- Coordinate and complete site visits for selected homeowners and process findings
- Coordinate house review process with Program Director, including the homeowner's needs and wants and the urgency of the needed repairs
- Attend neighborhood meetings and build partnerships with selected nonprofit and community-based organizations, as assigned
- Coordinate assigned logistics for Rebuilding Day
- Manage, assign and train Volunteer Coordinators
- Manage office volunteers
- Assist in administering pre- and post-surveys to homeowners and entering results into RTSTL's impact evaluation database
- Support organizational communication strategies by writing and creating documents, social media posts and other content as assigned
- Act as the receptionist, signing for deliveries and directing drop-ins as needed
- All other duties as assigned

### ***Qualifications***

- Specific knowledge of Microsoft Office Suite programs
- Experience with Salesforce or similar database applications preferred
- Bachelor's degree in related field, or related experience in nonprofit/community organizations
- Excellent organizational skills and efficiency
- Ability to work independently, and as part of a team, toward agreed-upon goals
- Excellent communications skills, both oral and written
- Ability to work flexible hours, including occasional weekends

Please email cover letter and resume to Leslie Zotz, Business Manager, at [lzotz@rebuildingtogether-stl.org](mailto:lzotz@rebuildingtogether-stl.org)