



Financial and Family Services Assistant

Updated: 4/22/2026

Reports to: Financial and Family Services Manager

Hours: 20 hours per week (Monday thru Friday)

Responsibilities:

- Greet visitors to the Habitat office.
- Answer questions about the MMRFH organization and distribute homeowner application, volunteer opportunities, etc.
- Answer phones at times.
- Support homeowner application processes, track progress of applicants and assist with homeowner files.
- Assist with statements and other mailings to new and existing homeowners
- Maintain accounting files as needed by the Financial and Family Services Manager
- Produce all donor thank you letters for the Executive Director to sign
- Assist with volunteer and outreach operations as needed, especially during busy special events
- Coordinate and maintain Carter Community Room reservations.
- Operate office equipment, including answering machines, copiers, facsimiles, telephones and calculators.
- Understand local Habitat for Humanity policies and procedures.
- Understand HFH construction materials and needs.
- Maintain effective working relationships with staff, volunteers, Habitat homeowners and the public.
- Positively represent the MMRFH ReStore in the wider Macon community, with Habitat for Humanity International and with community and business groups whose involvement can benefit the growth of the ReStore.
- Additional tasks may be assigned

Qualifications

- High school degree or equivalent, college degree is preferred
- Skills for good customer relations by engaging effectively and happily with donors, customers, and volunteers.
- Proficiency in Microsoft and Google applications and email.

Macon Milledgeville Regional Habitat for Humanity is a Drug Free Workplace. All applicants must be able to pass a drug screen upon request and throughout time of employment.