



# DuPage Habitat for Humanity®

Building Houses—Building Hope

Contact: Jamie Spiva  
DuPage Habitat for Humanity  
(630) 510-3737  
[jspiva@dupagehabitat.org](mailto:jspiva@dupagehabitat.org)

For further information,  
please visit our website at  
[www.dupagehabitat.org](http://www.dupagehabitat.org)  
or call (630) 510-3737



## Office Volunteers for DuPage Habitat for Humanity®

Serving low-income families by building low-cost homes is the core of DuPage Habitat's mission. The staff and office volunteers are key parts to keeping the process running smoothly. We are looking for individuals who wish to work in an office setting, go through a brief training on relevant office projects, and can make an on-going commitment to help.

### Office Volunteer (General Office Help)

#### Volunteer tasks include:

Copying, filing, faxing, sorting mail, incoming calls and walk-in traffic, answering questions and referring callers to resources.

Compiling data to prepare reports. Research projects, both internal and external (internet) sources.

Volunteer would also periodically handle various administrative projects.

#### Skills

General office experience with answering phones, basic ability with copiers/fax machines. Familiarity and willingness to work with Microsoft Office Suite. Intermediate ability with Microsoft Excel and navigating the internet.

Commit to one or more weekdays a week from 10 am to 3pm for at least 6 months.

#### About DuPage Habitat for Humanity...

DuPage Habitat for Humanity is a locally run affiliate of Habitat for Humanity International, a nonprofit, ecumenical Christian housing organization. DuPage Habitat serves DuPage County, Illinois and works in partnership with people in need to build modest and affordable housing by building and renovating houses using donated materials and volunteer labor. These houses are then sold to limited income families needing decent shelter. Those who qualify must demonstrate their commitment to home ownership by investing 250 hours of sweat equity and repaying the cost of their house through a no-interest long-term loan. This "giving a hand up-not a hand out" approach gives families pride in their accomplishment of ownership of their first home.

### Office Volunteer (Bookkeeping)

#### Volunteer tasks include:

QuickBooks entries of bills, receipts, standard journal entries.

Basics include pulling documents, copying, filing, faxing, sorting mail. Occasional phones and walk-in traffic answering questions.

#### Skills

General office experience. Experience with accounting software, preferably QuickBooks Pro. Familiarity and willingness to work with Microsoft Office Suite. Intermediate ability with Microsoft Excel

Commit to five to ten hours a week from 10 am to 3pm for at least 3 months.