



Hancock New Build Office Assistant

Appalachia Service Project is a fifty-year-old home repair and new home construction non-profit that is headquartered in Johnson City, TN. We are seeking a part-time Office Assistant with our Hancock County new home construction office. The right candidate should have a desire to help eradicate substandard housing in East Tennessee and be open to talk with interested parties and potential clients.

Hancock New Build Support

- Answer, respond to, and track incoming calls and messages.
- Enter local applications into ASPire (internal database).
- Review applications to identify potential projects.
- Provide regular communication with families to ensure quality and compassionate service from pre-qualification through project completion.
- Collect required information to qualify potential clients for grant funding.
- Coordinate homeowner education sessions with our education partners.
- Represent ASP locally at community events.
- Coordinate facilities for housing ASP volunteers.
- Assist with procurement and transportation of construction supplies if necessary.

Requirements

- Proficiency with computers and data entry.
- Clean driving record.
- 1-3 years of administrative/customer service experience preferred.
- Ability to lift 40 lbs.

Those interested in applying:

email Gail Pond at gpond@asphome.org or call 423-854-8800 for an application

