

Habitat for Humanity-Powhatan Community Outreach Coordinator

Purpose: To help achieve goals set out in the affiliate's strategic plan, which include increasing community awareness about the need for a wide spectrum of housing options in Powhatan; the need for more meaningful volunteer involvement/engagement; the need to let more residents know about our programs (homes, critical repairs and our new Pathways to Homeownership program); and to help facilitate the ReStore being open every Sat.

Primary Responsibilities:

- Work with leadership to implement a comprehensive community outreach plan to engage volunteers, businesses, individuals, schools, churches, civic groups and the media
- Plan, promote and implement events
- Work collaboratively to identify corporate, religious, school, civic/community and other organizational partners
- Determine potential partners through research and evaluation, and cultivate those prospects that align with the organization's strategic short and long-term priorities and needs
- Initial volunteer engagement (time, talents, skills). Volunteer orientations. Send reminders and thank you notes (cards, and/or electronic)
- Serve as an ambassador of the mission through interaction with current and potential partners
- Speak to groups and individuals in the community about various aspects of Habitat for Humanity's work
- Assist with data collection/outreach with critical home repair clients
- 2 Saturdays per month, which means working Tuesday through Saturday two weeks a month)
- Other duties as assigned

Objectives:

- A. Increased partnerships that enable the affiliate, in turn, to increase the number of people the affiliate provides safe, stable shelter to within a fiscal year
- B. Clearly presented professional messaging through all written and verbal communication
- C. Use of and exploration of best practices at other affiliates
- D. Increased interaction on social media and awareness throughout the community about what Habitat-Powhatan does

Preferred skills:

- Passionate about the mission of Habitat
- Two years of professional experience working on community outreach activities.
- Familiarity with Powhatan, a plus

- Knowledge of real estate, home building, home loan process, a plus
- BS or BA in communications, business or marketing preferred. Equivalent work experience will be considered.
- Knowledge of local trade partners/suppliers, civic partners, church partners and others
- Organized, self-starter with the ability to manage time effectively
- Demonstrates excellence in both oral and written communications
- A high degree of integrity in dealing with confidential information
- Ability to coordinate and lead meetings
- Proficiency in Microsoft Office programs
- Understanding and working knowledge of website, e-newsletter and social media platforms
- Need valid driver's license with good driving record

Working Conditions:

- Exposure to a variety of settings when making contact with the public, distributing marketing materials and at events
- Exposure to construction sites
- Evenings and weekends when necessary (includes periodic meetings, events and the rotation on two Saturdays per month) Ability to lift 50lbs (assisted)
- Flexible with at-work from home

Please send a cover letter and resume to executivedirector@habitatpowhatan.org.