

Habitat for Humanity-Powhatan Community Outreach Coordinator

JOB TITLE: Community Outreach Coordinator

REPORTS TO: Executive Director

STATUS: Exempt, salaried position, \$36,400. Some Saturdays

Please send resume to executivedirector@habitatpowhatan.org

No calls please.

ABOUT US:

Habitat for Humanity-Powhatan is a locally run affiliate of Habitat for Humanity International, a nonprofit housing organization. Habitat for Humanity brings people together to build homes, communities and hope. Our vision is a world where everyone has a decent place to live. Habitat for Humanity is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, basis of disability or any other federal, state or local protected class. Women, minorities and protected individuals such as those covered by Section 3 are encouraged to apply.

Primary Responsibilities:

- Handle social media posting/scheduling based on affiliate's needs each week and design of other collateral for all of Habitat's community events, the ReStore and general programmatic awareness (posters, brochures and annual pieces such as the impact report)
- Update the website
- Plan, promote and implement community-focused events, from doing vendor booths at events to coordinating Pathways for Homeownership classes, from our rural housing workshop to house dedications, from volunteer appreciations to special volunteer/corporate day events
- Work collaboratively to identify new partners
- Maintain volunteer databases. Initial volunteer engagement (assess their time available, their skills and best use of those talents). Conduct volunteer orientations. Send reminders and thank you notes to volunteers (cards, and/or electronic).
- Speak to groups, faith communities and individuals in the community about various aspects of Habitat for Humanity's work
- Some Saturday and Sunday weekend work required
- Other duties as assigned, such as assisting at annual gala and build bash

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
- Understanding and working knowledge of website backend in WIX, e-newsletter and social medial platforms and creation/desining of content and scheduling – CANVA, Wix, Constant Contact, Metasuite, Instagram and Tik Tok.
- Ideally at least two years of professional experience working in marketing, community outreach activities, social media and with volunteers
- 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.
- 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
- Ability to lift 50lbs (assisted)
- Flexible with at-work from home

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