

**Amherst County Habitat for Humanity** seeks qualified applicants to serve as the Community Outreach Coordinator to assist the Executive Director in overseeing the mission, administration, fundraising and marketing of Amherst County Habitat in order to provide affordable housing to persons with low income in Amherst County. Physical demands: Must be able to navigate between the non-profit's office and its various building sites and event venues. Submit letter of interest and resume before 5:00 PM, September 30th preferably by email: amherstcountyhabitat@gmail.com, P.O. Box 1397, 180 S. Main Street, Amherst, VA 24521. Salary is controlled by a 3-year Capacity Grant which requires proven financial gains by the affiliate to substantiate the grant.

## Job Description

<b>Title:</b> Community Outreach Coordinator	<b>Employment Status:</b> Full -Time
<b>Department:</b> Programs	<b>Reports to:</b> Executive Director & Board of Directors

**JOB SUMMARY:**

This position shares responsibility for Habitat's overall community presence, engagement, and increasing partnerships with outside organizations to serve homebuyers and other community members of Habitat. This position is responsible for the management of social media, earned media opportunities, and ongoing community relationships that further the mission of Habitat by marketing services, accomplishments, and opportunities.

**PRIMARY DUTIES:**

- Chief educator who creates materials for external consumption, ensuring they are accessible, brand-compliant, and accurately represent Habitat's services to audiences that include applicants, volunteers, donors. Capture and steward critical data including photos, video, and opportunities for partnership and engagement.
- Engage with Church Relations Committee overseeing the set-up and maintenance of our annual Apostle's Builds.
- Support the Executive Director in the 5 year Capital Campaign.

**PRIMARY RELATIONSHIPS:**

- This position reports to the Executive Director and serves as a key part of the team.
- Within Habitat, the position has primary relationships with the key volunteers & donors,
- Outside of Habitat, the position has primary relationships with our external community.

**PERFORMANCE EXPECTATIONS:**

- Promote, maintain, and provide high standards of customer service. Respond to and resolve client inquiries and concerns in a timely manner, with compassion as well as sensitivity to legal requirements and approved policies. Obtain Qualified Loan Originator designation as soon as possible.
- Represent Habitat at community events, communicating goals, plans, and needs of Habitat in such a way as to be a key fundraising and public relations asset.
- Ability to work effectively, both independently and in a team environment, in an atmosphere of multiple projects, workflows, shifting or competing priorities, and deadline pressures. Ability to be flexible, detail oriented and able to prioritize.
- Perform duties and special projects as assigned or needed with some morning, evening and weekend hours required
- The physical demands described are representative of those that must be met by to successfully perform the primary functions of this job. Reasonable accommodations may be made to enable individuals with disability to perform essential functions. The typical workspace for this position includes sitting for long periods at a desk, visiting an active construction site, and visiting external partners and clients as appropriate.

**QUALIFICATIONS:**

- Required skills include but are not limited to public speaking, appropriate follow up, and the ability to plan proactively. This position is required to work at various worksites and remotely and demonstrate high-quality production and proactive communication.
- Expertise in marketing, oral and written communication, and graphic design required.
- Required knowledge would typically be equal to a bachelor's degree and a minimum of two years of experience in a similar role.
- Required basic skills include the ability to operate basic computer programs, including email, internet, Google Apps and Microsoft Office. In addition, required to communicate clearly in writing and in person, and work both independently and closely with a team.

**ROLES & RESPONSIBILITIES**

- Create and distribute press releases to all majors news and media groups and liaison with external media.
- Regularly create and distribute mailings via email and USPS to market Habitat's projects.
- Share sponsorship information with appropriate current partners or in response in incoming inquiries.
- Attend relevant community events, including networking events.
- Assist in organizing staff and volunteer training opportunities, including leading appropriate training.
- Promote Habitat Mission, Visions, Values, and Brand.