

Community Engagement Coordinator
North St. Louis County Habitat for Humanity

Reports to the executive director

Primary mission:

- Ensure sufficient volunteers are recruited and scheduled to meet the affiliate's construction and affiliate operations needs including committee activities, events, mailings
- Enhance awareness and understanding of North St. Louis County Habitat for Humanity's mission and how it works
- Assist in fundraising activities including as mailings, events, and grants

Responsibilities – Volunteers

- Work with the construction manager and executive director to recruit the appropriate number of volunteers for construction and program activities
- Develop an annual volunteer plan – numbers, desired skills, locations, groups
- Develop and nurture partnerships with the community's churches, businesses and civic organizations resulting in an ongoing base of committed volunteers
- Track volunteer activity
- Evaluate the quality of the volunteer experience
- Develop and maintain materials for volunteers explaining how Habitat works
- Coordinate volunteer recognition and retention efforts
- Work with the affiliate's committee chairs in recruiting volunteers for affiliate committees

Responsibilities – Community Awareness

- Assist in the development and execution of the affiliate's marketing and communications plan
- Assist with coordination of the affiliate's public events such as dedications, ground breakings, information meetings and networking
- Develop media stories to advance the knowledge, image and mission of Habitat in the community to recruit volunteers, donors, and partner families
- Assist with maintenance of the affiliate's website, social media
- Coordinate the production the affiliate's newsletter and direct mail campaigns
- Maintain connectivity and participate in events and networking opportunities to promote awareness of Habitat and generate support – fairs, AEOA, chamber, parades, earth day, volunteer fairs, etc.

Responsibilities – Funding

- Develop and nurture partnerships and sponsorships within the community's churches, businesses and civic organizations to provide funding and in-kind donations of labor and materials
- Provide support for the affiliate's various fundraising efforts

- Coordinate marketing efforts to facilitate planned giving and major gifts
- Assist the executive director with grant research, writing and reporting

Qualifications for the Position

- A commitment to and passion for Habitat for Humanity's Christian housing ministry
- A bachelor's degree or equivalent experience
- Proven record of accomplishments with prior employers
- A demonstrated work ethic
- Ability to work successfully on a team
- Coachable
- Strong leadership and organizational skills
- Demonstrated ability to build relationships and work effectively with people of diverse social and economic backgrounds
- Strong writing and public speaking skills
- Skilled in Microsoft Office software as well as the use of databases, graphics tools, online tools and office equipment
- Personal integrity

Performance Indicators

- Sufficient volunteers to meet the affiliate's construction needs
- Volunteers having a first-rate experience in their roles on build sites and on committees
- New partnerships, sponsorships, and volunteer teams
- Affiliate committees properly staffed with skilled volunteers
- Effective assistance on fundraising events, mailings, and grants

Location

- This is a full time, salary position worked from the North St. Louis County Habitat for Humanity office located at 5558 Enterprise Dr. NE, Virginia, MN 55792

Benefits

- A full time salaried position
- Salary: \$45,000 - \$55,000 per year depending on experience
- Paid vacation and holidays, sick time
- Short and long term disability insurance, life insurance
- Retirement matching fund (3%) after 12 months of employment

Interested candidates should email cover letter and resume to executive director, Nathan Thompson, at habitat@nslchfh.org.

For more information call 218-750-7443 or visit www.nslchfh.org