



Job Description

Job Title: Community Engagement Coordinator

Reports to: Community Engagement Manager

Type: Non-Exempt

MISSION

Seeking to put God's love into action, Houston Habitat brings people together to build homes, communities and hope.

POSITION SUMMARY

The Community Engagement Coordinator supports year-round external events in coordination with internal departments and external partners to strategically further Houston Habitat's mission.

The Coordinator acts as a point of contact, administrator and on site lead for those who make a gift of their time and skills while supporting Houston Habitat's work to build and improve homes, communities and hope.

The Community Engagement Coordinator supports Houston Habitat for Humanity's mission, vision, and values by exhibiting commitment to the community, social perceptiveness, collaboration, innovation, respect and accountability.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

Volunteer Coordination

- Coordinates all aspects of the new home construction engagement experience
- Recruits, on boards, tracks, and supports all volunteer activity;
- Schedules volunteer engagement in coordination with internal departments and manages calendar;
- Follows-up to inquiries by phone and email with information about opportunities;
- Creates registration pages in VolunteerHub and troubleshoots any registration obstacles;
- Checks in volunteers and mobilizes them into action at the start of each event;
- Works with the construction team to engage volunteers with safety as a priority;
- Performs event site set up, clean up and inventory, requesting supplies as needed.

Campus Chapter Coordination

- Acts as the point of contact for Habitat for Humanity Campus Chapters;

- Guides and advises Campus Chapters in recruitment, advocacy, fundraising and volunteer activities in alignment with Habitat for Humanity International Campus Chapter policies;
- Coordinates MOUs for existing Campus Chapters and the formation of new Campus Chapters.

Other

- Works with development team to continuously improve engagement processes;
- Participates in community investment events and other fairs representing Houston Habitat and promoting its community engagement offerings.

EDUCATION, EXPERIENCE, SKILLS AND PHYSICAL REQUIREMENTS

- Bachelor's Degree preferred
- 1 - 2 years of job related experience
- Available to work Saturdays and occasional evenings;
- Must be able to set priorities, multi-task and meet deadlines;
- Exceptional organizational, written and verbal communication skills are necessary;
- Great customer service skills;
- Ability to publicly speak before groups;
- Proficient in Microsoft Office and in computer-based information systems;
- Approaches obstacles analytically, with integrity, and creativity;
- Can work independently and on a team;
- The ability to adapt quickly to changing environments;
- Eager to learn and grow professionally;
- Ability to speak Spanish is a plus;
- Able to perform essential functions of job; reasonable accommodation available;
- Ability to lift up to 50 lbs.;
- Able to perform in an office setting and outdoors (heat, humidity, rain, and cold).

To apply for this position please mail your resume to: Jobs@houstonhabitat.org.

Please include the position title "Community Engagement Coordinator" in the subject line.

No Phone Calls Please

Houston Habitat for Humanity is an Equal Employment Opportunity Employer