



Job Title: Youth & Outreach Coordinator
Vacancies: 1 position
Status: Seasonal full time position (8 weeks)
Location: 300 Milroy Drive, Peterborough, Ontario (please note that teleworking is not an option)

JOB PURPOSE

Looking to make a real difference and impact in your community? Want to work with an amazing group of professionals and an inspiring team? Established in 2002, Habitat for Humanity Peterborough & Kawartha Region is a non-profit housing organization that brings communities together to help families build strength, stability, and independence through affordable homeownership. Through volunteer labour and donations of money and materials, Habitat builds houses in partnership with homeowner families. We offer lower income families a 'hand-up', not a 'hand-out'. The 'hand-up' comes in the form of a 0% interest mortgage, with no down payment, and geared to income monthly payments. To learn more about Habitat for Humanity Peterborough & Kawartha Region, please visit www.habitatpkr.ca.

The Youth & Outreach Coordinator will work on youth program implementation, communications, outreach, brand awareness, volunteer coordination, and mobilization efforts related to summer events and Habitat's Youth Build program. Working closely with the Director of Philanthropy & Communications and the Community Engagement Coordinator, the Youth & Outreach Coordinator will be tasked with:

- Being a Habitat brand ambassador
- Responsible and accountable for representing Habitat positively at a multitude of summer events
- Planning, organizing, and delivering an age-appropriate summer project for children at community and summer events
- Prepping, leading, and instructing birdhouse building workshops
- Developing and executing brand awareness opportunities, sales, and activities
- Collaborating with community partners and special events to maximize visibility and understanding of Habitat for Humanity
- Scheduling and coordinating event marketing logistics
- Promoting theme build days and special events
- Engaging and leading volunteer staffing
- Generating positive word-of-mouth marketing
- Providing feedback and insight on customer experiences
- Creating social media/digital content
- Demonstrating initiative
- Administration of all community event paperwork, data entry, and waivers
- Communicating efficiently and professionally with various volunteers, staff, event organizers and community members

WHAT YOU BRING

- Candidates will preferably be post-secondary students in a related discipline
- Excellent organizational, and leadership skills
- Knowledge of Microsoft Word and Excel an asset
- Enthusiastic, creative, patient, flexible
- Ability to work as part of a team and independently
- Access to a vehicle
- A valid Criminal Record Check will be required
- Ability to work flexible hours
- Experience in data entry is an asset
- Self-motivated and willing to learn
- Good interpersonal skills
- Ability to juggle competing priorities while completing projects successfully
- Excellent communication skills both written and verbal

This position is funded by the Government of Canada through the Canada Summer Jobs program, and thus candidates must meet the following eligibility criteria:

- Be between 15 and 30 years of age at the start of the employment;
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and,
- Be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations

HOW TO APPLY

Interested candidates are asked to forward their resume and cover letter to hr@habitatpkr.ca as soon as possible **stating the job title in the subject line.**

Habitat for Humanity Peterborough & Kawartha Region is an inclusive employer and is seeking someone who is willing to contribute to a larger mission. While we appreciate all applications, we can only contact those individuals selected for interviews.