

<b>Position Title</b>	Community Engagement Coordinator
<b>Reports to</b>	Director of Philanthropy & Communications
<b>Terms</b>	Full-Time Contract- 1 Year Parental Leave Coverage

## THE ORGANIZATION

Habitat for Humanity Peterborough & Kawartha Region mobilizes volunteers and communities to help working, lower income families and individuals build strength, stability, and self-reliance through affordable homeownership.

With the increasing costs of housing in the Peterborough and Kawartha Region, more and more families struggle to keep a decent roof over their heads. Caught in punishing cycles of unpredictable rent increases, overcrowded or unsafe living conditions, and inaccessible financing, these families live with the constant burden of uncertainty and stress.

Habitat for Humanity Peterborough & Kawartha Region knows that safe, decent and affordable homeownership plays a critical role in helping families create a new cycle, one filled with possibilities and advancement. Affordable homeownership frees families from housing uncertainty and fosters the skills and confidence they need to invest in themselves and their communities. The outcomes can be long-lasting and life changing.

If you have great energy, love working with people and you are looking to make an impact in your community, then this is the opportunity for you.

We offer:

- A meaningful opportunity to make a difference in your local community and to have first-hand contact with the families whose lives are transformed by our work
- The pride of being part of a highly respected, high profile global charity
- A stimulating, fast-paced professional opportunity in a team of like-minded 'world-changers'

## THE OPPORTUNITY

Habitat for Humanity Peterborough & Kawartha Region is looking for a Community Engagement Coordinator to join our team for a one-year contract (with a strong chance of renewal). Reporting to the Director of Philanthropy & Communications, you will be a key player in ensuring quality experiences for all volunteers.

The successful candidate for this role will be responsible for managing all of Habitat Peterborough & Kawartha Region's volunteer activities and will work collaboratively with other team members across the organization to achieve volunteer targets by delivering our volunteer outreach, engagement and retention strategies.

This position requires the ability to manage diverse and complex administrative, communications, and organization tasks with speed, accuracy, discretion, and clarity, while maintaining a focus on the mission of the organization always.

## **KEY RESPONSIBILITIES**

As a valued member of our team and in order to ensure we get more people into decent, affordable homes, you will:

- Manage the entire volunteer program, including recruitment, interviews, training, scheduling, logistics, and stewardship.
- Provide informative and engaging presentations to varying types and sizes of audiences in the community as part of your recruitment and outreach strategy.
- Build or strengthen community relationships that will expand the volunteer pool to secure a reliable source of volunteers to support our operations.
- Orient new volunteers to Habitat Peterborough & Kawartha Region's mission, goals, staff, and operations.
- Create and maintain a welcoming and inclusive environment for all new and existing volunteers, including creating job descriptions and reviewing annually.
- Develop strong relationships and work closely with each department to ensure volunteer needs are being met, and together you will create an environment that ensures a consistent and rewarding volunteer experience.
- Coordinate build site hosting programs and logistics, including the Youth, Corporate, and Women Build Programs.
- Responsible for working with Women Build Program participants to achieve fundraising goals and provide guidance.
- Secure corporate product donations to support volunteer recognition program, special events and other initiatives.
- Manage communications with volunteers including creation of a monthly volunteer e-newsletter, creating posters, ads, e-blasts, etc. to engage the community.
- Track volunteer activity, years of service, hours, and contact information.
- Nominate volunteers for municipal, provincial, and other awards.
- Ensure engagement of the volunteer community in all Habitat Peterborough & Kawartha Region activities.

- Be a Habitat Brand ambassador as you recruit in the community and organize and participate in general, community and volunteer appreciation events.
- Connect regularly with our volunteer community to learn from them what brought them to Habitat Peterborough & Kawartha Region and what keeps them volunteering.
- Ensure from start to finish all volunteer requirements are completed to the highest standards, ensuring volunteers have the best experience possible that inspires them to tell others to consider volunteering with Habitat.

## WHAT YOU BRING

Habitat for Humanity Peterborough & Kawartha Region is looking for a warm, outgoing and highly self-motivated individual with a desire to actively engage our volunteer community. The ideal candidate will possess the following knowledge, experience, skills, and attributes:

- Relevant post-secondary degree or diploma.
- Minimum of two years experience managing a large volunteer program and knowledge of sound volunteer management practices gained through experience.
- Proven relationship building skills anchored by strong interpersonal skills with a high degree of professionalism, confidence, tact, and independence in representing the organization and leveraging our brand.
- Be extremely detail-oriented, precise, and organized.
- Have experience planning and organizing events and logistics.
- Proven ability to listen, and speak and write in a clear, concise, and timely manner.
- Strong work ethic and high energy; suited to a multi-tasking, fast-paced environment.
- Able to prioritize among competing business needs and to work collaboratively with the team to ensure all requests for volunteer support are delivered upon.
- Availability to work a flexible and sometimes varied schedule. This position requires occasional evening and weekend work.
- Demonstrated appreciation of diverse backgrounds, perspectives and lived experiences and ability to leverage the strength that lies in that diversity.
- Proven experience working with youth in a work-related or volunteer capacity.
- Valid G class license and access to own reliable vehicle.
- Clearance by a police background check.
- A love of being part of a team; a willingness to roll up your sleeves and help staff in other areas when 'all hands-on deck' are needed.
- Ability and openness to travel within our working geographical region across Peterborough and the Kawartha Region.
- A passion like ours ... to help more families realize the strength and stability of their own home!



## YOUR APPLICATION

If you are ready to make an impact in your local community, then consider being a part of our team at Habitat for Humanity Peterborough & Kawartha Region.

Habitat for Humanity Peterborough & Kawartha Region is committed to employment equality. We celebrate diversity and are committed to creating an inclusive environment for all employees. We thank all applicants for their interest in Habitat for Humanity Peterborough & Kawartha Region, however, only those selected for an interview will be contacted.

To indicate your interest in this position, submit your resume and a detailed cover letter, including your salary expectations to [hr@habitatpkr.ca](mailto:hr@habitatpkr.ca). Please quote the job title in the subject line.

Applications must be received by February 7, 2020 at 12:00pm.

Your future at Habitat for Humanity Peterborough & Kawartha Region awaits...