

## Community Engagement Coordinator

**Job Title:** Community Engagement Coordinator (Innovation Centre)  
**Reports To:** ReStore Manager  
**Status:** Full-Time, 7 Month Contract – contract to start as soon as possible  
**Location:** Peterborough, Ontario

**\*\*\*Please note that this position has a strong possibility of leading into a full-time permanent position.**

### JOB PURPOSE

The Community Engagement Coordinator is responsible for helping to coordinate and engage the community in the ReStores and particularly, the Peterborough Innovation Centre. The incumbent seeks to coordinate and engage key constituent groups and individuals within the community to encourage committed and active volunteer participation with Habitat for Humanity Peterborough & Kawartha Region.

The Community Engagement Coordinator is also responsible for setting up and launching our new Innovation Centre at our Peterborough South ReStore located at 550 Braidwood Avenue in Peterborough. The Innovation Centre will be a fully equipped, multi-purpose product development space, designed to offer participants and volunteers the opportunity to explore and experience a variety of small-scale construction, renovation, and up-cycling projects. The Innovation Centre will be used to help upcycle, recycle and transform donated products and materials (that would otherwise go into landfill) to be sold in our ReStores.

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

### MAIN DUTIES & RESPONSIBILITIES

#### Community Engagement

- Recruit new volunteers (individuals and groups) for the ReStore, with a strong focus on the Innovation Centre
- Deliver orientation, SHE, Habitat 101 and other training
- Responsible for data entry of current volunteer contact information and ensuring ALL volunteer hours are recorded
- Deliver community presentations when required
- Assist with promoting workshops and team building opportunities
- Coordinate information tracking, administering surveys and interviews with volunteers and participants

## Community Engagement Coordinator

### Innovation Centre Coordination

- Coordinate set up and renovations for the Innovation Centre
- Recruit, train and supervise volunteers for the Innovation Centre
- Lead and assist with instructor-led workshops
- Develop and coordinate scheduling for the Innovation Centre
- Manage inventory control
- Ensure and be responsible for safety and cleanliness of the Innovation Centre
- Assist with designing workshops
- Develop relationships with corporate partners, securing donations of product and/or sponsorships

### Special Projects

- As assigned by the ReStore Manager

### QUALIFICATIONS

- Basic woodworking, painting and furniture restoration skills
- Strong creative side with ability to turn the old into new again
- Experience coordinating people; volunteer coordination preferred
- Ability to be self-directed, while working cooperatively in a team setting
- Excellent customer service and communication skills
- Organized, with strong attention to details
- Ability to lift at least 50 lbs
- Driver's license and access to a vehicle

To apply to this position please forward your resume and cover letter to [hr@habitatpkr.ca](mailto:hr@habitatpkr.ca).