

## Community Engagement Coordinator

<b>Job Title:</b>	Community Engagement Coordinator
<b>Reports To:</b>	Communications Manager
<b>Location:</b>	300 Milroy Dr., Peterborough, Ontario
<b>Salary:</b>	\$23.00 per hour
<b>Status:</b>	Permanent Full-time (35 to 40 hours per week)

### “Build” Your Future With Us

Are you a people person who thrives on building connections and inspiring others to get involved in something meaningful? We are looking for a dynamic and enthusiastic Community Engagement Coordinator to serve as the public-facing ambassador of the Habitat brand throughout the Peterborough and Kawartha Region.

In this role, you will lead community outreach and volunteer recruitment efforts for our ReStores (Lindsay, Lakefield, and North Peterborough), construction sites, office, and events. From farmers markets to community fairs, you'll be the face of Habitat – sparking conversations, building relationships, and motivating people to act.

This role requires someone who is outgoing, organized, and passionate about community development. If you enjoy engaging with diverse groups, juggling multiple tasks, and creating unforgettable volunteer experiences, this is the role for you.

### Main Responsibilities

- Serve as a public ambassador of Habitat for Humanity at community events, farmers markets, fairs, fundraisers, and networking opportunities.
- Promote Habitat's mission, programs, volunteer opportunities, and homeowner pathways to a wide range of audiences.
- Build relationships with local organizations, service groups, businesses, schools, and faith communities to expand engagement.
- Actively recruit volunteers for ReStores, build sites, the office, and special events.
- Maintain and grow a robust volunteer database.
- Work with staff across departments to identify and fulfill volunteer needs.
- Communicate clearly with new and existing volunteers and assist with onboarding and scheduling.
- Assist in organizing and attending volunteer appreciation events, public outreach activities, and community gatherings.
- Support fundraising events, including ticket sales (e.g., 50/50 draws), onsite logistics, and volunteer coordination.
- Collaborate with the communications team to promote events and share impact stories.
- Track engagement metrics and volunteer data using CRM tools.
- Provide regular reports on outreach efforts, volunteer recruitment, and community partnerships.

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- Help build systems that improve the volunteer and public engagement experience.
- Perform other duties as assigned

### Qualifications

- 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!
- Knowledge of Microsoft 365 and data entry an asset.
- Mission-driven.

### To Apply

Please send your resume and cover letter to [hr@habitatpkr.ca](mailto:hr@habitatpkr.ca) with the position title and location in the subject line. In your cover letter, please include why you would like to work for Habitat PKR.

We thank all applicants for their interest in Habitat for Humanity Peterborough & Kawartha Region, however, only those selected for an interview will be contacted.