

## **VOLUNTEER ENGAGEMENT COORDINATOR**

*Habitat for Humanity of Mahoning Valley*

Habitat for Humanity of Mahoning Valley is looking for a passionate individual to help lead our mission. We are seeking a Volunteer Engagement Coordinator to grow Habitat across three counties – Columbiana, Mahoning and Trumbull. This person will be essential to lead all volunteer efforts and grow local partnerships to help build our Habitat brand.

The job requires a motivated individual with strong interpersonal communication skills. This person must be a team player and possess the following:

- Ability to lead and work with groups of volunteers
- Detail-oriented with strong communication skills
- Willingness to work a flexible schedule as needed for job duties
- Excellent organization with the ability to balance multiple projects and meet deadlines
- Proficient in the Microsoft Office Suite and experience with Adobe a plus

### **JOB RESPONSIBILITIES:**

- Manage, coordinate and recruit all volunteers for Habitat for Humanity programs. This will require communication with multiple departments including construction, ReStore and office staff.
- Provide technical and administrative support for the online volunteer registration and communication system.
- Digital content creator for website and social media – including but not limited to pictures, video, newsletter and volunteer recognition.
- Strengthen the Habitat mission through volunteer retention and recruitment. This includes building and maintaining communication with organizations, churches, schools, etc.
- Coordinate all aspects of volunteer organization as a visible ambassador – including sign in, on-site welcome and after service follow ups to maintain a positive volunteer experience.

### **ADDITIONAL QUALIFICATIONS:**

- B.A./B.S. degree in relatable field or equivalent work experience
- Position subject to background check, drug/alcohol testing and DMV driving check

This is a full-time exempt position which includes opportunities for health, vision, dental and life insurance, as well as a retirement plan and paid time off.

### **TO APPLY:**

Qualified candidates should email a resume and cover letter to [careers@hfmv.org](mailto:careers@hfmv.org)

*Habitat for Humanity of Mahoning Valley is an Equal Opportunity Employer. We are a drug-free workplace. This position is subject to a criminal background, periodic DMV checks for driving record and valid driver's license and drug and alcohol testing. We reserve the right to make employment contingent upon successful completion of all checks and testing.*