



Job Description: Flagler Habitat Community Outreach Coordinator

Position Title: Community Outreach Coordinator

Reports To: Executive Director

Apply To: executivedirector@flaglerhabitat.com

Call: 904-687-4251

Overview:

The Community Outreach Coordinator for Flagler Habitat for Humanity is responsible for building and maintaining relationships with local communities, organizations, volunteers, and other key stakeholders to advance Habitat's mission. This role focuses on promoting Habitat's programs, increasing community engagement, and ensuring that the organization is an active, visible, and positive presence in the areas it serves.

Key Responsibilities:

Community Engagement and Awareness

- Develop and implement outreach strategies to increase awareness of Habitat's mission, programs, and volunteer opportunities within local communities.
- Represent Flagler Habitat for Humanity at community events, public meetings, and other forums to promote the organization and engage potential supporters.
- Coordinate and host information sessions, workshops, and presentations to recruit volunteers, partners, and potential Habitat homeowners.

Partnership Development

- Cultivate and maintain relationships with local businesses, civic groups, faith-based organizations, schools, and other community organizations to create partnerships that support Flagler Habitat's initiatives.
- Engage community leaders and key stakeholders to collaborate on community development projects and advocacy efforts.
- Coordinate corporate sponsorships, in-kind donations, and partnerships that benefit Habitat's projects and initiatives.

Volunteer Recruitment and Retention

- Lead efforts to recruit, train, and schedule volunteers for home builds, fundraising events, ReStore, and other Habitat activities.
- Maintain a database of volunteers and partners, tracking participation, engagement levels, and impact.
- Provide ongoing communication, recognition, and appreciation for volunteers to encourage long-term involvement.

Social Media and Website

- Responsible for maintaining Social Media presence for key projects
- Primary contact for Flagler Habitat Website
- Promote events and programs via social media, newsletters, and other channels.

Support Habitat Construction

- Work with Construction Manager during the permitting process coordinating with the Architecture engineer for plans and submission for permitting
- Responsible for the permitting process by submitting all construction documents required for permits approval and resolving any issues that are presented during the approval process.

Data Management and Reporting

- Track and report on community outreach activities, including participation rates, volunteer hours, and the impact of events on program goals.
- Use feedback from community members, partners, and volunteers to improve outreach efforts.
- Prepare outreach reports for internal and external stakeholders, including management, funders, and community partners.

Qualifications

- 2+ years of experience in community outreach, volunteer management, nonprofit work, or public relations. (A Plus)
- Demonstrated experience in organizing events and working with community organizations.
- Excellent organizational and time-management skills, with the ability to handle multiple projects and deadlines.
- Proficient in Microsoft Office Suite, social media platforms, and database management.
- Knowledge of affordable housing issues and Habitat for Humanity's mission (preferred).

Key Competencies

- Relationship Building: Ability to establish and maintain relationships with diverse community groups, organizations, and individuals.
- Communication: Strong written and verbal communication skills to articulate Habitat's mission and engage stakeholders.
- Project Management: Ability to organize and manage events, ensuring all logistics are handled effectively.
- Cultural Competence: Understanding and sensitivity to the needs of diverse communities and populations.

Applicants should contact Maureen Crompton at 904-687-4251 or email executivedirector@flaglerhabitat.com