



Habitat for Humanity of Monroe County

Habitat for Humanity of Monroe County, an affiliate of Habitat International, is a nonprofit Christian ministry that builds homes utilizing volunteers with and for low to moderate income individuals and families in Monroe County and has been in existence since 1995, presently working on the 96th house in the county. Habitat for Humanity of Monroe County is an equal opportunity employer.

Submit salary and compensation requirements with cover letter and full resume to: contact@habitatmonroemi.org. No calls or faxes. Position will remain open until filled.

Volunteer and Media Manager

Part-Time (20-30 hours/week)

Reports to: Director of Fund Development

Position starts immediately.

The Volunteer and Media Manager is responsible for all aspects of the volunteer program including:

- Recruitment, processing, education, retention, recognition, and coordination of all Habitat volunteers including (construction, Habitat committees, and the ReStore).
- Planning volunteer kickoff event (February) volunteer appreciation event (November).
- Develop a program for volunteer recruitment specifically during the winter months (November – March).
- Recruiting groups for “Team Habitat” which increases fund raising by incorporating a financial donation with a group volunteer day.
- Partner with community organizations (schools, clubs, and organizations) to plan and coordinate Habitat volunteer projects and ReStore donations.
- Promote safety coordination for worksites.
- Establish regular uses and advancements in Social Media for volunteers and resource development (Affiliate and ReStore). Platforms include: facebook, linkedin, twitter, youtube, blogs, google, and new options in the future.
- Produce and submit documents for MPACT.
- Be trained for affiliate database, Salesforce.
- The position works closely with all staff members and volunteers to create a positive and productive atmosphere for volunteers. Volunteers are Habitat’s labor force with over **1,000 utilized in the past year.**

Above all, the Manager must be empowering to the widest community, entrepreneurial in the planning of events, and be able to communicate well to the public.

Other qualities for good performance of this position include:

- Good public speaker for churches and community groups throughout the county to increase awareness and community participation.
- Ability to handle multiple projects, assignments, and deadlines concurrently and flexibly.
- Comprehensive understanding of social media platforms.
- Database management experience.
- Availability on many Saturdays, Sundays, and evenings, with an ability to be flexible during the week. Be prepared for volunteer construction workdays on Tuesdays, Thursdays, and Saturdays. This is generally **not** a Mon-Fri 9-5 job.
- Understand how volunteers work with all aspects of Habitat in Monroe.
- Completely computer efficient in PowerPoint, Publisher, Word, email and internet and can learn to utilize the Habitat website, email newsletters, and Volunteer Hub.
- Valid drivers' license and ability to drive throughout the county (mileage paid).
- Must have reliable transportation.
- Willingness to attend training out of town occasionally.
- Willing to study and understand the philosophy of Habitat International. See www.habitat.org and www.habitatmonroemi.org.
- Able to attend community functions as job time.
- College degree preferred.
- Have job experience that reflects competency and abilities.

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Habitat for Humanity Monroe County –Volunteer and Media Relations Manager-. PT. Email contact@habitatmonroemi.org, see www.habitatmonroemi.org for complete job description. EOE.