

JOB DESCRIPTION

Job Title: Community Relations Director

Reports to: Executive Director

Job Duties:

The Community Relations Director is responsible for directing and implementing a community relations program with special emphasis on supporting volunteerism throughout every level of the organization. Job duties include, but are not limited to the following.

Community Relations Program

- Identifies new opportunities through meeting with community members, arranging volunteer staffing at information booths, or other activities.
- Assists in the development and implementation of a public/community/speaker's bureau/church relations program providing staff assistance to committees for each audience. Produce and manage annual advertising, publications and distribution.
- Coordinates for house celebration events, including publicity and invitation distribution, with partner families and volunteers.

Recruitment and Scheduling of volunteers

- Actively recruits from groups including retired trade's people and groups targeted by Habitat.
- Coordinates volunteer needs of staff, committees, construction, and special projects.
- Follows up with each volunteer applicant and interviews volunteers as appropriate.
- Communicates weekly with construction team to plan volunteer needs over 2-4 week period.
- Ensures that volunteers are prepared for and well suited for their expected tasks, including, but not limited to ensuring that volunteers have materials, supplies, and/or comfort items they may need.

Training of volunteers

- Provides or coordinates training opportunities for volunteers.
- Develops and/or revises orientation and training materials.
- Finds ways to move competent volunteers into positions of leadership.

Volunteer Recognition

- Seeks innovative and low cost opportunities to recognize volunteers for their contribution.
- Works with staff and volunteers to plan the annual volunteer recognition dinner.

Records Management

- Maintains and updates volunteer database.
- Creates a system for effectively managing the growing number of volunteers.
- Ensures that a process exists for obtaining feedback from volunteers and site supervisors.

Qualifications:

- Strong leadership skills.
- Excellent verbal and written communication skills.
- Ability to manage details.
- Experience with MS Office programs.
- Experience in coordinating in a volunteer environment
- Able to deal well with stressful situations and a wide variety of people
- Organized and efficient, with attention to detail and follow through
- Patient teacher with strong delegation skills
- Reliable, honest, able to maintain confidentiality
- Belief in team approach to work environment and able to commit to the mission of Habitat