

Position: Community Engagement Coordinator (Salem Area)
Department: Resource Development
Reports to: Director of Resource Development
Status: full-time; exempt

Compensation: \$50,000-\$55,000

Position overview: The Community Engagement Coordinator builds connections between the community and Habitat's mission through volunteer coordination, outreach, and event coordination.

Key Responsibilities:

Community Outreach

- Coordinate internal and external events including fundraisers, volunteer appreciation, etc.
- Provide event guest management (rsvp's, pre/post-event communications)
- Coordinate community outreach such as tabling events and presentations
- Other duties as assigned by supervisor or Executive Director

Volunteer Coordination

- Recruit, schedule, and communicate with volunteers for multiple departments (construction, ReStore, office, special events)
- Conduct volunteer orientations and provide on-site support as needed
- Maintain VolunteerHub database and provide reporting

Minimum Qualifications

- Passion for Habitat for Humanity's mission and values
- 1–3 years of experience in event planning, volunteer coordination, or community engagement
- Strong written and verbal communication
- Proficient in Microsoft Office Suite
- Occasional evening and weekend work required
- Valid driver's license required

Preferred Qualifications

- Background in nonprofit events, community organizing, or volunteer leadership
- Bilingual in English/Spanish

Work Environment and Physical Demands

Work is typically performed in an office setting. Work will require visiting off-site locations including but not limited to Habitat construction sites, businesses, churches, and community venues. Work will also include lifting and transporting media and event equipment (table displays, marketing materials, etc.)

Schedule

- 40 hours a week, including occasional evenings and weekends

Benefits: We offer a comprehensive benefits package that includes:

- Health insurance (medical, vision, alternative care, prescription)
- Dental insurance
- Generous paid time off
- 3% matching 403(b) Simple IRA plan
- Short-term & long-term disability insurance
- Life insurance
- Employee assistance program

How to Apply: Submit the following to: Adena Mikkelsen at adena@salemhabitat.org

- Cover letter
- Resume