



**Mission Statement: Seeking to put God's Love into action, Habitat for Humanity brings people together to build homes, communities, and hope.**

**JOB TITLE: Events and Communications Coordinator**

**REPORTS TO: Director of Resource Development**

**STATUS: Part time, hourly**

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**PRIMARY PURPOSE:** The Events and Communications Coordinator will work with the Director of Resource Development to develop and execute fundraising events related to the affiliate's Development plan. The Events and Communications Coordinator will also assist in the management of the affiliate's communications and public relations through the development of newsletters, flyers, brochures, social media and web site updates.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### **Coordinate and develop fundraising and special events:**

- Working with Director of Resource Development, Executive Director, and other staff, plan and execute annual signature fundraiser. Duties include, but not limited to; developing event theme, recruiting and registering guests, coordinating decorations and room layout, and coordinating program participants.
- Support Director of Resource Development with event sponsor relations; including identifying and engaging event sponsors for financial and "in-kind" sponsorships.
- Work with Director of Resource Development to coordinate additional special events that will raise funds and community awareness for the organization.
- Prepare event related correspondence and reports.
- Coordinate non-fundraising special events for multiple departments (ReStore, Volunteer, Programs, and Admin.)

#### **Coordinate and develop the affiliates outreach and marketing efforts:**

- *Media Development:* Develop and manage comprehensive marketing, public relations and branding strategies for HFHMWV, its programs and events including but not limited to flyers, event programs, posters, brochures, clothing as needed for events, fundraisers and general affiliate activities. Design and revise advertisements, press releases, posters, and banners as needed by the affiliate.
- *Web-Site & Social Media:* Update and manage affiliate website, Facebook (ReStore and Admin), LinkedIn, and other social media pages including writing content and producing graphics. Create a strategy to keep content fresh and engaging. Manage online donation and ticket sales tools.
- *E-newsletter:* Coordinate writing, designing, publishing and distribution of our monthly E-newsletter.
- *Newsletter:* Coordinate the submission of articles, publishing and mailing of the newsletter.
- *Sponsorships:* Work with development staff to implement marketing benefits of sponsorship agreements and grant requirements including but not limited to signage, web promotion and recognition at events.
- *Annual Report:* Work with staff to design and develop an annual report.

**OTHER DUTIES AND RESPONSIBILITIES**

- Assists Director of Resource Development, Executive Director, Director of Programs & Volunteer Engagement, ReStore, and other staff with occasional special projects.
- Work in partnership with all staff and volunteers to create a successful organization.
- Other duties and responsibilities may be assigned.
- Provides vacation coverage and office presence as needed.

**MINIMUM QUALIFICATIONS, EXPERIENCE OR REQUIREMENTS**

- Minimum 2-3 years combined experience in event planning, marketing, communications and public relations.
- Demonstrated ability to plan, organize, and implement successful events.
- Detail-oriented with strong written and verbal communication skills.
- Ability to multi-task and work independently with limited supervision, as well as in teams.
- Proficiency in Microsoft Office and Windows-based computer applications; database experience preferred.
- Preference given to bi-lingual applicants.

**ATTENDANCE & TIME**

This is a 30 hour per week position. Payment is on an hourly rate and overtime must be approved in advance. Must be willing to work some evenings and weekends as activities require. Compliance with general company standards as expressed in the Employee Handbook is expected.

**PHYSICAL DEMANDS**

The position requires physical effort typically associated in an office environment. Work will also include lifting and transporting media and event equipment (table displays, marketing materials, etc.). Occasional work may also be conducted on the Habitat construction site. Employees are expected to know their own physical limitations related to job functions and their participation on the Habitat worksite. Employees are expected to ask for assistance in performing physical duties when help is needed.

Work may also involve long periods of sitting, detailed work on a computer, reviewing long lists for accuracy.

**WORKING CONDITIONS**

Work is typically performed in an office setting. Work will require visiting off-site locations including but not limited to church and business visits, the Habitat work site and community venues such as the conference center.

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**NOTE: This job description is intended as a guideline only, and does not limit in any way the duties or responsibilities of any employee. Nothing herein shall be constructed as a contract of employment, expressed or implied. All employment is terminable at will, with or without cause.**

<i>Immediate Supervisor</i>	<i>Date</i>	<i>Employee</i>	<i>Date</i>
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11/10/2020