

# Community Engagement and Outreach Manager

**Status: Full time, Non Exempt**

To apply for this position, please email resume and cover letter to [info@roguevalleyhabitat.org](mailto:info@roguevalleyhabitat.org).

**Direct Supervisor:** The Executive Director will be the direct supervisor and complete evaluations and work plans. The Community Engagement and Outreach Manager will interact with leadership of every department.

**Purpose:** The purpose of the position is to provide continuity to the community the goals and activities of the Habitat for Humanity organization in a variety of messaging opportunities. Sharing the mission, activities and impact will increase interest in a variety of means including faith organizations, business groups, and individuals.

**Salary and Benefits:** Competitive salary is commensurate with experience and includes full benefits package: medical, dental, vision and alternative care coverage; paid vacation, sick leave, and paid holidays. 403b retirement account with 4% vested match. Monthly attendance bonuses and 25% off discount for items purchased at the ReStore.

Subject to broad direction, this position requires working with a considerable degree of autonomy, supported by regular staff meetings, supervision and availability of a senior staff member.

**Time Commitment:** The position is full time, flexibility is required as a variety of schedules will be required, some evenings, and weekends may be required.

## **Qualifications:**

- The ideal candidate will have exceptional oral and written communication skills and is able to develop engaging content.
- A 'people person' with great customer service skills and the ability to moderate online and offline conversations with our community is a requirement.
- The ideal person will act as the face and voice of the HfH brand, managing all community communications.
- Must be fluent with all aspects of social media, and computer programs such as Word, Excel, Publisher and Adobe
- Must be able to set social media communication to align with marketing strategies and current events and activities
- Excellent written and verbal communication skills including public speaking.
- The qualified applicant must be team-oriented, with excellent interpersonal skills
- Must be innovative, creative, ability to multi-task and with attention to detail
- Some college preferred or similar workforce experience

## **Social Media (40%)**

- Set and implement social media and communication campaigns to align with marketing strategies
- Provide engaging text, image and video content for social media accounts

## **Community events (20%)**

- Organize and participate in events to build community and boost brand awareness
- Coordinate with Marketing, PR and Communications team to ensure brand consistency
- Develop relationships with local media sources to ensure generous news coverage when most advantageous to the affiliate.

## **Written communication (20%)**

- Responsible for all brochures, cards and letters for informational use for volunteerism and appreciation.
- Facilitate hard copy newsletters to constituents on regular quarterly basis
- Create annual report
- Create year-end letters to constituents

## **Other (20%)**

- Data base management
- Identify community partnerships to assist the affiliate in growth.
- All other tasks pertinent to the position
- Team participation with strategic planning and goal setting

## **Skills**

- Must be computer knowledgeable including:
- Microsoft Word and Publisher
- Outlook
- Familiarity with data base system
- Social Media
- Must be a “people” person
- Develop relationships with volunteers, donors and community partners
- Must possess incredible customer service skills
- Must have appreciation and understanding of the mission
- Must be willing and able to speak publicly
- Must be flexible with ideas, working schedule and be able to multitask
- Must be able to work within a team environment. Possess tact, diplomacy and flexibility.

Must be able to sit, stand, kneel and lift up to 25 pounds occasionally.

Habitat for Humanity is an Equal Opportunity Employer. All persons regardless of age, race, ethnicity, gender, sex, religious affiliation, or sexual orientation are encouraged to apply.

This job description is subject to change at any time.