

Job Title: Community Engagement and Outreach Manager
Status: Full-Time Exempt

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.

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. The position is an exempt, salaried position. A minimum of a 40-hour work week is required.

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 the leadership of every department.

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.
- Must be fluent with all aspects of social media platforms such as Facebook, Instagram, TikTok and Twitter. Fluency is also expected with computer programs such as Word, Excel, Publisher, Canva and Adobe.
- Must be able to set social media communication to align with marketing strategies and current events/ 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.
- Must have legal Oregon Driver's License.

Experience:

- Minimum of two years similar or related work experience is required.
- BA or BS in Marketing, Journalism, Advertising, Communications, or related field is preferred.

Duties:

Social Media (40%)

- Plan, deploy and manage social media and communication campaigns to align with marketing strategies.
- Provide engaging and cohesive text, image and video content for all social media platforms.

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/Marketing Collateral (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%)

- Database management
- Identify community partnerships to assist the affiliate in growth.
- All other tasks pertinent to the position or assigned by leadership
- Team participation with strategic planning and goal setting
- Interdepartmental support for large campaigns and events as needed.

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.

The position is not remote, with expectations to be present in an office setting.

This job description is subject to change at any time.