



Habitat for Humanity of Walton Co., FL

Volunteer and Event Coordinator

Job Description

POSITION SUMMARY

The Volunteer and Event Coordinator is responsible for managing our volunteer program to create a consistent, positive volunteer experience affiliate wide. This position is also responsible for marketing, communication, fundraising activities and events for the affiliate. This employee works closely with the Events Committee and reports directly to the Operations Director. The Volunteer and Event Coordinator is dedicated to and has the ability to articulate the mission and core values of Habitat for Humanity of Walton Co., FL (HFHWC).

ESSENTIAL DUTIES & RESPONSIBILITIES

- Develop and implement marketing strategies for soliciting, engaging, and maintaining volunteers, donors, and sponsors for events and fundraisers to include sponsorship packages
- Act as representative to other organizations as needed
- Maintain up to date emails, databases, and keep records
- Develop and implement formal and informal appreciation programs to improve volunteer satisfaction
- Ensure that event volunteers are completing standard processes to include signed liability waivers
- Recruit, train, and schedule volunteers to include writing task descriptions
- Plan and coordinate Habitat events as well as third-party events benefiting Habitat with attendance up to 1,000 people as needed, including Home Dedications, Women Build, etc.
- Create monthly newsletters, e-blast announcements as needed, and Annual Report
- Manage and maintain Social Media profiles and scheduling calendars including Habitat website, Facebook, Instagram, Twitter, TikTok, and LinkedIn
- Make presentations to church, civic, and community groups
- Communicate with local media and write professional Press Releases and Media Advisories as needed
- Understand Habitat Brand Guidelines
- Other responsibilities as assigned by Executive Director / Operations Director

REQUIRED SKILLS, EDUCATION, & EXPERIENCE

- Bachelor's Degree in Communications, Event Management, Design, or related field and volunteer experience with nonprofits OR minimum of 2-5 years experience working in a nonprofit organization at the supervisory level
- Strong interpersonal skills (internally, externally, and over the phone) with groups and individuals having a variety of personalities and backgrounds. Friendly, self-motivated, enthusiastic, and reliable to sustain long-term relationships.
- Strong attention to detail, professionalism, and adaptability. Effective instructing, facilitation, report compilation, supervisory, analytical and mentoring skills.
- Basic computer skills, including G-mail, Word, and Excel and ability to pass a Microsoft Aptitude Skills test. Ability to learn new softwares quickly. Knowledge of Canva, ConstantContact, Paperless Post, DonorPerfect, and Dropbox is a plus.
- On request, proposes budget items to ED for inclusion in the budget planning process. Financial discretion is limited to expenditures within approved line item program budget.
- Valid Driver's license required. Willingness to travel throughout the Emerald Coast as needed.
- Background check required.

COMPENSATION & BENEFITS

- HFHWC offers a competitive compensation package, including a salary that is dependent on experience, Medical, Dental, and matching 401K plan for Full Time Employees
- HFHWC offers PTO and legal holidays for Full Time Employees