



275 Corporate Drive, Suite 550, Kalispell, MT 59901
Ph: (406) 257-8800

Position: Community Outreach Coordinator
FT/PT: Part-Time, Hourly (28hrs/week)
Benefits: None
Supervisor: Executive Director

Volunteers:

- Creates and ensures a positive and impactful volunteer experience.
- Develops and implements a strategy for recruiting and retaining volunteers for the build site and the ReStore.
- Develops and implements a strategy for recruiting and retaining food donors for build days and special events.
- Coordinates volunteer logistics with the on-site build host and the ReStore Manager.
- Coordinates for food delivery on build days with the on-site build host.
- Meet with construction and ReStore staff to determine the number of volunteers needed; recruit and schedule accordingly. Maintaining the on-line and office volunteer calendars.
- Act as a liaison between organizations sending volunteers and the Build Site Host/Restore Manager.
- Responds to volunteer inquiries (individuals, groups and businesses).
- Organize "Build Events" with grant/donation opportunities (i.e. Women Build).
- Coordinates all details for out of state build groups.
- Updates volunteer handbook(s) and recruitment brochures/PR.
- Keeps constituency updated on volunteer activities and opportunities through regular emails, Facebook posts and article of interest in the HFHFV newsletter.
- Keep online record of signed volunteer waivers.
- Organize and maintain all volunteer files, records, and statistics.

Homebuyer Support:

- Assist homebuyers with donor sweat equity requirement through the recruitment of family, friends, employers, etc. – maintaining appropriate progress tracking records.
- Provide ongoing support through participation in monthly meetings to address questions, concerns, and needs.

Community and Public Relations

- Establishes and maintains networking relationships with community resources to promote HFHFV needs (Communicate Mission, Build, Shop, Donate, Volunteer, Partner).
- Assist with coordination of special campaigns, donor cultivation and other special events (Great Fish).
- Continually look for and act upon community opportunities to promote HFHFV.

Office Administration

- Assist with answering phone, online and walk-in inquiries.
- Keep ED updated on activities, blessings and challenges.
- Maintain a clean, well-organized and professional work place.
- Completes necessary HFHI reports. Presents to the HFHFV Board written monthly updates on activities.
- Support other staff as needed.

Knowledge, Skills & Abilities

- Provide vision, energy and passion for HFHFV's mission.
- An understanding of philanthropy and resource development.
- Possesses interpersonal skills needed to establish, build, and maintain effective relationships with
- Possesses customer service skills.
- Well organized and detail oriented.
- Performs as a team player.
- Self-motivated with the ability to work independently with little supervision.
- Ability to maintain high level of confidentiality.
- Possess tact, diplomacy and flexibility.
- Excellent written and verbal communication skills.
- Ability to multi-task.
- Ability to pass a background check.
- Holds a valid driver's license.
- Able to work longer hours, evenings or weekends when necessary.

Education/Experience:

- At least two years' experience in resource development in a nonprofit or related field.
- Experience in working with a development database.
- Knowledge of Microsoft Office applications (Word, Excel, Powerpoint)

Schedule:

- TBD. Outside meetings and presentations and varied construction schedules, at times, may alter the work schedule.
- Other duties may be assigned as needed.

Habitat for Humanity Flathead Valley is an equal opportunity, affirmative action employer.