

Volunteer/Outreach Coordinator

Time Commitment: Full time (40 hrs/wk)

Description: Habitat for Humanity of Huron Valley (HHHV) is a dynamic, progressive nonprofit organization that works to provide affordable homeownership opportunities to low-income individuals and families in Washtenaw County.

HHHV seeks an enthusiastic, organized, and self-motivated Volunteer/Outreach Coordinator to fill a dual role between the Development and Home Improvement Program (HIP) teams—both coordinating volunteers and acting as a support to the HIP Program Manager. Within Development, this position will be focused on volunteer recruitment, training, and supervision to support activities related to providing housing to low-income individuals and families. The member will be focused on volunteer coordination, and will be expected to track the numbers of new/unique volunteers recruited, recurring volunteers, and specific demographic categories of volunteers. Within HIP, this position will be focused on recruiting Washtenaw county renters and homeowners to participate in home improvement and energy efficiency programs as well as coordinating the installation of energy efficiency measures within homes.

Position Term & Schedule: Volunteer/Outreach Coordinator position is a full-time, hourly position, averaging 40 hours per week, starting immediately. Work schedule will primarily be weekdays 9:00a – 5:00p, with occasional evening and weekend hours required. This position will be housed in the HHHV office.

Responsibilities:

- Assisting with the intake and data entry of energy efficiency program applications, verification of qualification, and scheduling of services
- Coordinating the installation of energy saving measures within client residences
- Interacting with individuals and entities to market the energy efficiency programs and increase enrollment
- Assisting with email and mail marketing efforts for energy efficiency programs
- Meeting with community organizations to recruit volunteers and maintain connections with those organizations
- Contacting past volunteers to re-engage them in service or to engage them in serving more hours or in additional roles
- Ensuring volunteers complete the proper paperwork and are provided with the proper training regarding volunteer policies, procedures, and safety
- Organizing, scheduling, and coordinating volunteer groups
- Managing volunteers and interns to expand capacity
- Managing volunteer websites
- Greeting volunteers on-site
- Helping in planning and executing volunteer recognition events
- Other administrative and outreach responsibilities as needed

Qualifications:

- Bachelor's Degree or equivalent experience
- Outgoing personality, patient and understanding, ability to adapt quickly to changes
- Well organized and able to manage different tasks
- Previous experience with supervision or volunteer coordination/management preferred
- Proficient in Microsoft Office Suite, internet, email, social media; ability to quickly learn new database systems
- Responsible with details and follow through
- Excellent oral and written communication – ability to speak in front of large groups
- Strong interpersonal skills; ability to communicate in a professional manner with Habitat volunteers, clients, and property managers/landlords
- Enthusiasm for the mission of Habitat for Humanity

HOW TO APPLY

Email resume and cover letter to Laura Town, Development Director, at ltown@h4h.org by Wednesday February 28, 2018. Candidates should save resume and cover letter as follows: LastName_FirstName. No phone calls, please.

Habitat for Humanity of Huron Valley provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, weight, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws