

Position Title: Community Outreach Coordinator

Full-Time: 35 hours per week (hybrid position with in-office and remote work)

Reports to: Executive Director

Pay: \$22 to \$24 an hour



Position Summary

The Community Outreach Coordinator is responsible for advancing the organization's visibility, engagement, and resource development efforts through strategic community outreach, event coordination, and communications support. This position plays a key role in building relationships with community partners, increasing public awareness of Habitat's mission, and supporting fundraising and donor engagement activities.

Key Responsibilities

Community Outreach & Engagement

- Plan, coordinate, and implement community programs and signature events, including Women Build, Building Hope, HER Academy, Affordable Housing Forum, and Building Knowledge.
- Identify and coordinate participation in external community events such as festivals, tabling opportunities, nonprofit forums, and awareness events (e.g., Pints for a Purpose, Juneteenth celebrations).
- Serve as a point of contact for community partnerships, cultivating relationships with local organizations, businesses, and stakeholders.
- Represent the organization at community events and deliver presentations to increase awareness of programs and mission.

Event Coordination

- Coordinate all aspects of event planning and execution, including logistics, volunteer requirements, materials preparation, and on-site support.
- Coordinate with internal staff to ensure appropriate staffing and support for events and outreach activities.
- Track event participation, outcomes, and engagement metrics to inform future planning.

Resource Development & Fundraising Support

- Conduct grant research and prepare grant proposals, applications, and follow-up reports.
- Support fundraising initiatives, including Annual Appeal and Corporate Appeal campaigns.
- Reestablish and serve as staff liaison to the Resource Development Committee.
- Coordinate and implement a year-round donor stewardship strategy, ensuring timely and meaningful touchpoints that enhance donor engagement, retention, and giving.
- Maintain accurate records of outreach and fundraising activities in organizational database (our CRM is called Charity Proud)

Marketing & Communications Collaboration

- Collaborate with program coordinator to support marketing and communications strategies.
- Submit content for newsletters, social media, press releases, and website updates.
- Ensure consistent messaging and Habitat branding across outreach and communication efforts.
- Assist in maintaining a communications calendar aligned with programs and events.

Administrative & Organizational Support

- Maintain organized records of outreach activities, partnerships, and program participation.
- Track and report on outreach and engagement metrics.
- Support cross-departmental collaboration to align outreach efforts with program goals.
- Perform other duties as assigned to support organizational mission and operations.

Qualifications & Skills

- Associate degree required; Bachelor's degree in communications, nonprofit management, resource development, or related field preferred, or equivalent experience.
- Demonstrated experience in community outreach, event planning, or nonprofit development.
- Proven grant writing experience with a track record of success preferred.
- Strong written and verbal communication skills, including public speaking ability.
- Excellent organizational skills with the ability to manage multiple priorities.
- Proficiency in Microsoft Office Suite; experience with donor databases or CRM systems a plus.
- Ability to work independently and collaboratively in a team environment.
- Valid driver's license and reliable transportation.
- Willingness to work occasional evenings and weekends as programs or events require.

Work Environment & Expectations

- This position requires regular travel within the service area for outreach and events.
- Flexible scheduling is necessary to support community engagement activities.
- Occasional physical activity may be required for event setup and coordination.
- This position operates in a hybrid work environment, combining remote and in-office hours, with regular attendance as required for team meetings.
- Pay commensurate to experience and qualifications.