



## **Employment Opportunity Community Engagement Coordinator (Full Time, Permanent Position)**

Habitat for Humanity Cornwall & The Counties is seeking a highly organized, team-oriented and motivated Community Engagement Coordinator to assist in the development and delivery of all organizational fundraising initiatives. The Community Engagement Coordinator is expected to engage the public daily as a face and voice of Habitat for Humanity Cornwall & The Counties.

Working at Habitat for Humanity Cornwall & The Counties is energetic, intense and rewarding; the work we do helps others. This is an opportunity to make a real difference and impact in our community, while working with an amazing group of professionals and an enthusiastic team. We are looking for people dedicated to our mission, with a demonstrated strong work ethic and with skills and experience that will contribute to help strengthen our community.

Reporting to the Executive Director, the Community Engagement Coordinator is responsible for raising funds and awareness to further our mission of ensuring those in our community have access to safe and affordable housing options. At Habitat, we help build strength, stability, and independence through shelter.

### **The Community Engagement Coordinator's primary responsibilities & duties include:**

- Develop and Execute Community Engagement Plans: Create strategic plans and budgets to promote Habitat for Humanity Cornwall & The Counties initiatives within our service area
- Cultivate Relationships: Build and maintain strong relationships with local businesses, individuals and community agencies to raise funds and awareness for affordable housing program and events
- Grant Writing: Research, write and timely reporting of grants for affordable housing and other Habitat for Humanity Cornwall & The County programs
- Coordinate Events: Organize and manage outreach events, workshops, and informational sessions to raise awareness about our programs and services
- Community Impact: Deliver impactful presentations to community groups
- Content Creation: Collaborate with the team to develop compelling brand compliant content for social media platforms and promotional materials
- Offer support to home build program, ReStore and other departments when required
- Ensure effective communication between staff, volunteers and management including briefings and staff meetings
- All other duties as assigned

### **Preferred Qualifications:**

- Minimum 2-years' experience in a related field, nonprofit environment
- Proven track record of raising funds and organizational awareness
- Strong interpersonal and communication skills with the ability to build rapport with diverse stakeholders
- Strong organizational and time management skills and the ability to manage multiple projects effectively
- Experience with special events planning and management
- Excellent presentation and marketing skills and the ability to effectively represent Habitat
- Ability to work independently, be self-motivated and target driven

- Passion for Habitat for Humanity's mission and a commitment to social justice and affordable housing
- Proficiency in both official languages preferred but not required
- Ability to work flexible hours as there will be some evenings and weekend hours required

**Terms of Employment:**

Position reports directly to the Executive Director

Full time, permanent position working 37.5 hours per week

Please direct your resume and cover letter to [leigh@habitatcornwall.org](mailto:leigh@habitatcornwall.org)

**Deadline:**

Applications will be accepted until a qualified applicant is found. Please note that we will be reviewing and evaluating applications on an ongoing basis and therefore encourage early submissions. *While we appreciate and value all applications, due to volume, only candidates selected for an interview will be contacted.*

Habitat for Humanity Cornwall & The Counties is a community-based non-profit working for a world where everyone has a safe and decent place to live. Our mission is to build affordable housing and promote homeownership through the mobilization of volunteers and community partnerships. The ReStore is Habitat for Humanity's retail program and sells quality new and used building materials. Funds raised through the ReStore help build homes for families in need of decent and affordable home ownership opportunities within Stormont, Dundas and Glengarry.

In compliance with the Accessibility for Ontarians with Disabilities Act, Habitat for Humanity Cornwall & The Counties is committed to providing accommodation for people with disabilities. Applicants must make their needs known in advance.