

## POSITION DESCRIPTION

### Classification

Non-Exempt

### Reports to

Event & Volunteer Manager

### Summary/Objective

The Event & Volunteer Coordinator is responsible for ensuring an excellent volunteer experience by providing outstanding leadership, communication, & interpersonal skills. This position will also assist with department event logistics.

### Essential Functions

1. Assist in the recruitment of volunteers; attend volunteer recruitment events
2. Assist Event & Volunteer Manager with volunteer pre-registration
3. Engage with volunteers on build sites and at events
4. Input volunteer data into Salesforce
5. Steward volunteers and groups to assist with volunteer retention
6. Coordinate with volunteer department to plan & discuss volunteer needs
7. Coordinate with volunteer department to increase overall volunteer numbers
8. Assist with event logistics, including pre, post, & day of event

### Competencies

1. Passionate about and have a clear understanding Habitat for Humanity's mission & vision
2. High energy & can function effectively with minimum daily direction & support
3. Can solve problems & make decisions independently in a creative & effective manner
4. Strong computer skills & proficient in Microsoft Office Suite
5. Knowledge of Salesforce preferred
6. Clear understanding of development goals and objectives
7. Outgoing personality, comfortable speaking in front of crowds
8. Self-starter who takes initiative, can manage goals, & meet targets
9. Organized & efficient, with strong attention to detail & follow through
10. Ability to deal in stressful situations & people of varying personalities & backgrounds
11. Ability to work in a team environment
12. Ability to manage multiple projects, with competing demands, while maintaining a commitment to excellence

### Work Environment

This job operates in a professional office and on construction sites. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. This position may require working in various weather conditions.

### Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position requires

## POSITION DESCRIPTION

extended periods of sitting and standing. The employee must also occasionally lift and move up to 25 pounds.

### **Position Type/Expected Hours of Work**

This is a full-time position; with a standard Tuesday to Saturday 7:30-3:30 schedule. Some early mornings, evening, and off schedule work may be required.

Office operating hours are Monday through Friday, 9 a.m. to 5 p.m.

### **Travel**

Travel is primarily local during the business hours and mileage is reimbursed. Use of personal vehicle is required.

### **Required Education and Experience**

1. High School diploma or equivalent

### **Preferred Education and Experience**

1. Associate Degree or higher
2. Experience in nonprofit, affordable housing, or volunteer management
3. Knowledge of Habitat for Humanity and all aspects of the organization or ability to learn and answer questions on all aspects of the organization in a clear and accurate manner
4. Previous experience in data entry, specifically Salesforce, and administration

### **Additional Eligibility Qualifications**

Valid FL driver's license

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice

### **Office Location**

4116 Silver Star Rd. Orlando, FL 32808

### **To Apply:**

Please send resume and cover letter to Jenay Byrd at [employment@habitorlando.org](mailto:employment@habitorlando.org)

Include position title as email subject

All resumes will be reviewed upon receipt

*Habitat for Humanity Greater Orlando and Osceola County is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.*

6/5/2019