

**JOB TITLE:** Engagement Assistant

**POSITION VISION AND SUMMARY:**

The **Engagement Assistant** supports the Engagement and Development team in strengthening the connections between volunteers, donors, homeowners and future homeowners, and provides administrative support in event planning, volunteer coordination, social media management, and on-site hospitality. This role reports to the Development Director and works collaboratively with members of the staff in all areas. The Engagement Assistant is a part-time, hourly, non-exempt position working 15-25 hours weekly. Saturday availability and occasional evenings required; weekday hours will be determined by availability and needs.

**DUTIES & RESPONSIBILITIES:**

- Continually develop and maintain relationships with current and potential Habitat volunteers, donors, supporters, and future homeowners
  - Coordinate and execute logistics for volunteer builds and events, including on-site hospitality on most Saturdays, and Mid-Week hospitality in coordination with the engagement team
  - Assist in recruiting and communicating with volunteer groups and individuals, providing them with engaging experiences and opportunities for increased involvement
  - Assist in procuring food donations for Saturday and Mid-Week volunteers
  - Update and maintain data entry of volunteers and food donors
  - Support the engagement team with thank you processes, communications, scheduling and events
- Promote a consistent brand identity for Habitat for Humanity of Monroe County
  - Coordinate with the Marketing and Communications Manager to produce invitations, cards, programs, and related materials for supporters and volunteers
  - Create content for social media accounts in conjunction with page administrators
- Support the Development Director in donor and sponsor interactions, and facilitate the administration of initiatives, special builds, and events
- Other duties as assigned – ready to lend a helping hand where needed as part of a cohesive team

**KNOWLEDGE, SKILLS, & REQUIREMENTS:**

- Strong organizational skills, detail-oriented
- Excellent written and verbal communication skills; comfort with public speaking
- Capacity to work with minimal supervision, take initiative, and seek direction when appropriate
- Excellent people skills and a positive and enthusiastic attitude; ability to anticipate the needs of others
- Ability to be flexible and shift focus to “firefighting tasks” as needed
- Willingness to participate actively in teams and offer and receive constructive feedback
- Valid driver’s license
- Knowledge of common software programs required; familiarity with WordPress and design tools preferred
- Bilingual with the ability to write and speak Spanish preferred, but not required

**ABOUT HABITAT FOR HUMANITY OF MONROE COUNTY**

Habitat for Humanity of Monroe County is a nonprofit housing organization dedicated to building simple, decent, affordable homes in partnership with those in need in Monroe County. More than 20 percent of Monroe County residents live in poverty, the highest percentage in Indiana. Since 1988, Habitat in Monroe County has been able to house 775 people, including over 440 children. For more information, visit [www.monroecountyhabitat.org](http://www.monroecountyhabitat.org).

**OUR ORGANIZATIONAL MISSION AND VISION**

Our mission is to eliminate poverty housing by building decent, affordable homes in partnership with qualifying families. Our vision at Habitat has always been the same—***a world where everyone has a decent place to live.***

*Mutual respect, a willingness to work together as a team and ongoing communication between staff persons and key volunteers is essential to the success of Habitat.*