



Job Title: Volunteer & Engagement Coordinator

Department: Development

Reports To: Development Director

FLSA Status: Full-time/Hourly

SUMMARY:

The Volunteer & Engagement Coordinator is responsible for recruiting, engaging, and recognizing volunteers while supporting donor stewardship and community partnerships. This role works across departments to enhance volunteer experiences and foster long-term support for Habitat's mission. The coordinator will manage volunteer records, assist with event planning, and collaborate with the Development team to strengthen relationships with donors, corporate partners, and community groups.

ESSENTIAL RESPONSIBILITIES:

Volunteer Recruitment & Management:

- Develop and implement strategies to recruit, schedule, and retain volunteers for build sites and other Habitat opportunities.
- Cultivate relationships with individuals, businesses, faith groups, and community organizations to expand Habitat's volunteer base.
- Develop and maintain a volunteer handbook outlining policies, roles, and expectations.
- Ensure welcoming and engaging experience for volunteers, including build-site hospitality and meaningful engagement opportunities.
- Serve as the liaison between the Construction team and ReStores to optimize and manage volunteer experiences.
- Capture high quality photos and content of volunteers, sponsors, and build activities during on-site workdays for use in organizational communications.

Community Engagement & Development Support:

- Work closely with the Development team to engage volunteers in donor cultivation, corporate partnerships, and special events.
- Support donor stewardship efforts by coordinating volunteer opportunities for corporate sponsors and key community partners.
- Assist with fundraising events, build sponsorship recognition, and volunteer appreciation initiatives.
- Maintain communication with volunteers and donors through newsletters, emails, and social media engagement.
- Support the Development and Communications functions by providing timely content from volunteer activities, including photos, basic captions, and key details needed for social media, marketing, and donor communications.

Data Management & Reporting:

- Maintain accurate records of volunteer participation, donor engagement, and corporate volunteer activities.

- Utilize Salesforce to track volunteer involvement, donor interactions, and sponsorship engagement.
- Generate reports on volunteer impact, retention, and satisfaction to inform strategy and planning.
- Ensure proper documentation of volunteer hours, sponsorship activations, and in-kind contributions.

Administrative & Other Responsibilities:

- Assist with event logistics, such as volunteer appreciation events and community outreach activities.
- Ensure adequate supplies and resources for volunteer projects and engagement activities.
- Represent Habitat at community meetings, outreach events, and networking opportunities.
- Other duties as assigned.

MINIMUM REQUIREMENTS:

Education/Experience:

- Associate's degree in related field preferred (Communication, Non-profit management, etc.).
- One year of experience coordinating volunteers within a non-profit organization preferred.

Language Skills:

- Excellent written and verbal communication skills, including public speaking.
- Successfully coordinate and communicate with volunteers, homeowners, donors and HFHGBR staff daily.

Computer Literacy:

- Knowledge of Microsoft office software required.
- Use of Habitat's database software to record and obtain information.

Transportation:

- Must have dependable transportation and provide a valid drivers' license with proof of insurance.
- Individuals must have a clean driving record to operate company vehicles.

Physical Demands: The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Frequently required to stand; walk; sit; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl; lift and/or move up to 50 lbs.
- May be exposed to outside weather conditions, including extreme heat, when working on construction site(s).
- Normal office conditions when working in the office.

Work Schedule:

Regular work schedule is Tuesday through Saturday.

Please send resumes to Ryan Hollis, HR Director
ryan@habitatbrla.org