Job Title: Community & Homeowner Services Coordinator
Reports to: Executive Director
Job Type: Full Time / Exempt
Salary: $45,000 - $60,000

Basic Function: The CHS Coordinator is responsible for all aspects SHFH’s Construction Volunteer recruitment and coordination. The CHS Coordinator supports the Homeowner Selection Committee, Loan Origination process, and all other aspects of the Homeownership Program.

Responsibilities and Duties

- Respond to volunteer inquiries
- Actively solicit, engage, and retain volunteers
- Act as liaison to other organizations who are sending volunteers
- Coordinate with Construction Lead to schedule volunteers
- Lead the scheduling of groups and skilled volunteers
- Maintain volunteer database and keep records of volunteer activities, including numbers of teams, volunteers, number of hours worked contact information, etc
- Develop and implement formal and informal volunteer appreciation program
- Monitor volunteer satisfaction
- Lead accommodations at volunteer sites. Including food, water, etc.
- Ensure that volunteer liability waivers are signed and filed
- Plan and coordinate home dedication ceremonies
- Collaborate with Executive Director to support Homeowner Selection Committee through facilitation and coordination
- Act as the point of contact for homeowner applicants and selected homeowners
- Coordinate Wrap Around Meetings for homeowner applicants who were not selected
- Support homeowners through all aspects of SHFH’s Homeownership Program
- Contribute to Newsletter for volunteer related articles
- Other responsibilities as assigned by Executive Director
Requirements:

- Enthusiasm, teamwork focused, and strong customer service orientation
- Well organized and detail oriented
- Effective leadership and team building skills
- Self-motivated and able to work independently
- Possess tact, diplomacy and flexibility
- Excellent written and verbal communication skills; bilingual preferred
- Ability to navigate competing priorities

Physical requirement to do this job:

- Outside meetings and presentations are frequently required
- Some evenings and weekends are required

Work Environment and Conditions:

- Much of work is performed at a desk
- Must work at a computer for periods at a time

To apply:

Email a Cover Letter and Resume to: ExecutiveDirector@SummitHabitat.org

Cover Letter should include:

Your connection to the Summit County community.
How your values align with the work and mission of Habitat.
Please describe the link between your experiences (lived and/or professional) and job responsibilities.

REVISED: 3/2/2022

Summit Habitat for Humanity it a 501(c)3 tax exempt organization:
Tax ID Number: 84-1312622