



Job Title: Communications and Marketing Coordinator

Department: Development

Reports To: Director of Development

Start Date: Immediate

Prepared Date: 7/15/2026

FLSA Status: Exempt, Full-Time

Pay Rate: \$49,000 a year

Habitat for Humanity is committed to building the [Beloved Community](#) through equity, diversity, and inclusion in the workplace. Please read more about our commitment and St. Vrain Habitat as an equal opportunity employer on our website:

www.stvrainhabitat.org/employment-opportunities

Position Summary: Under the supervision of the Director of Development, the Communications and Marketing Coordinator will be responsible for developing and implementing marketing programs for St. Vrain Habitat, website maintenance and development, social media, video creation, donor stewardship, planned giving marketing, and other affiliate-wide marketing communications.

Essential Duties and Responsibilities

Assist in creating and executing a comprehensive marketing and communications plan to achieve annual fundraising and community engagement goals in support of the organization's Development and Strategic Plan.

Donor Communications

- Manage the planning, creation, and implementation of direct mailings as well as hardcopy and monthly electronic newsletters.
- Design marketing collateral materials including the Annual Report, Impact Report, flyers, brochures, signage, etc.
- Maintain and update St. Vrain Habitat's websites with happenings, stories, banners, job postings, events, and current information
- Create and schedule content for various social media platforms, including Facebook, Instagram, YouTube, and LinkedIn. Including both posts, reels and ads.
- Monitor social media channels, respond to inquiries, and engage with followers to foster community interaction and support.
- Promote special events including the Gift of Home Tour, golf tournament, ground blessings, home dedications, and major donor events.
- Prepare press releases as required



Video Creation and Editing

- Create and edit promotional videos and reels showcasing Habitat for Humanity's impact and initiatives.
- Use video editing software to produce engaging content for social media platforms, websites, and fundraising campaigns.
- Collaborate with staff, volunteers, and homeowners to capture compelling stories and footage from Habitat home builds and events.

Additional Responsibilities

This job description is not intended to be all-inclusive. Employees may be required to perform other related duties as assigned to meet the ongoing needs of the organization. This includes but is not limited to:

- Assisting colleagues within the department or collaborating with other departments as needed.
- Participating in occasional group activities or events.
- Contributing to shared cleaning duties and maintaining a clean and safe work environment.
- Taking on new tasks and responsibilities as they arise.

Education and Experience Required

- Passion for Habitat's mission and work in building affordable homeownership in the St. Vrain and Estes Valley.
- Associate's or Bachelor's degree in Marketing, Communications, Public Relations, Graphic Design or related field; or substantial equivalent experience.
- Creative individual with experience in a range of marketing and fundraising activities.
- Experience working with Microsoft PowerPoint, Word, Publisher, Canva, Adobe suite, and video editing software required.
- Familiarity with social media metrics.
- Strong written and verbal communication skills, with attention to detail.
- Collaborative and inclusive team player who works effectively and constructively with diverse colleagues and staff.
- Exceptional planning and prioritization skills to set and meet deadlines.
- Flexible and adaptable work style with the ability to work some nights and weekends.
- Manage competing demands and work independently.



- Integrity and transparency, ability to treat colleagues, donors, volunteers, community members, homeowners, and homebuyers with respect while maintaining confidentiality.

Preferred Qualifications

- Bilingual in English and Spanish
- Prior nonprofit experience
- Prior volunteer experience with Habitat for Humanity

If you feel you are qualified and wish to apply for this position:

Interested candidates should submit a resume, cover letter, and portfolio (if applicable) to Julie Gallegos at jgallegos@stvrainhabitat.org. Please include "Communication Coordinator" in the subject line. Applications will be reviewed on a rolling basis until the position is filled.

About Habitat for Humanity of the St. Vrain Valley visit www.stvrainhabitat.org