

Community Outreach Associate – Job Description

This is a full-time position at 37.5 hours per week, with occasional evening and extra weekend may be required.

Founded in 1994, Habitat for Humanity Kingston Limestone Region is a not-for-profit organization working toward a world where everyone has a decent and affordable place to call home. We work to bring our community together to help families build strength, stability and independence through affordable homeownership. With the help of volunteers, donors and community partners, we provide a solid foundation for low-income families in Kingston and the neighbouring counties of Frontenac and Lennox & Addington.

Job Summary:

The Community Outreach Associate will work within the Community Engagement Team which is responsible for telling our story to the community, fostering strong relationships with partners who choose to volunteer with or donate to us. The Community Outreach Associate, reporting to the Chief Executive Officer, will work collaboratively in the Habitat mission-delivery staff to create and manage dynamic communication plans, support fundraising efforts, and host events that promote the work of Habitat KLR and celebrate its partners.

While there are creative and administrative pieces to this position, the foundation of our success is based in relationship. The Community Outreach Team accomplishes the following work throughout the year:

- Engaging with the local community through advertising, presentations and fairs or expos
- Steward the relationships we currently have – thank you cards, recognition events, etc.
- Research prospective donors and supporting an active solicitation program
- Support and help grow the Team Build and Women Build programs
- Ensure donations are received, tracked, receipted and recognized
- Identify grant opportunities and oversee application process
- Mobilize the Kingston Limestone Region expression of national fundraising initiatives i.e. Meaning of Home
- Participate in the creation of an overall communications strategy including development and management of social media content
- Tracking and analyzing trends relating to communications and donations

Organizational Context:

- The Community Outreach Associate reports to the Chief Executive Officer
- The Community Outreach Associate works in conjunction with the mission-delivery team

What you Bring:

- Commitment to the mission of Habitat for Humanity
- Desire to make a positive and lasting impact in our community
- Understanding of the non-profit, voluntary and social services sector
- Passion for people and strong team player
- Strong communication skills, both oral and written
- Ability to work independently and attention to detail
- Excitement when discussing the big picture and your role within it
- Willingness to learn and grow individually and as part of a team
- Ability to thrive in an environment with multiple projects and competing deadlines.
- Proficiency in common IT tools and aptitude in incorporating new such tools
- Familiarity with the construction or non-profit housing sector and related trades is beneficial.

Qualifications:

- Post-secondary education in a related field
- Relevant experience
- Sound computer skills – MS Office proficiency, SharePoint and ability to learn new programs quickly
- Proven ability to build relationships internally and externally

Additional Requirements:

- Travel off site to potential donors and to make presentations where and when required
- Work evenings and weekends as required
- Valid Ontario Driver's licence
- Access to a vehicle
- Related background check(s)
- Experience creating social media content to promote Habitat in the broader community

Please submit resumé and cover letter to Erin Haworth, Community Engagement Manager at ehaworth@habitatkingston.com.

Posting closes on _____

Habitat KLR is committed to being a leader in supporting and valuing the diversity of the people, organizations and communities it serves. We thank all applicants for their interest, however only those selected for an interview will be contacted.

Habitat KLR is committed to accommodating applicants with disabilities throughout the hiring process, in accordance with the Accessibility of Ontarians and Disabilities Act (AODA). We will work with applicants requesting accommodation at any stage of the hiring process.