



Community Engagement Coordinator Trainee - JOB POSTING

Purpose: *"To use our knowledge, skills, community relationships, volunteers and other resources to create and promote safe and affordable home ownership options with the aim of alleviating the cycle of poverty within our community of Habitat for Humanity Halton-Mississauga".*

Location: Burlington Office – 1800 Appleby Line, Unit #13, Burlington, ON

Job Type: 11-Month Contract, 35 hours/wk

Salary: \$17/hr

Must be able to meet the grant requirement: Complete registration form for Miziwe Biik Aboriginal Employment & Training.

As part of an exciting new initiative for Habitat, the Community Engagement Coordinator Trainee will be responsible for:

- Working with the Senior Manager of Volunteer Operations & Volunteer Coordinator to support volunteer engagement & recruitment needs
- Ensuring day-to-day requirements of Volunteer Department are met along with necessary department meetings & volunteer management system oversight
- Work with the Senior Manager of Volunteer Operations to ensure that volunteer recruitment program objectives are being met and that planning and timelines are being followed
- Represent Habitat for Humanity Halton-Mississauga in community initiatives in a positive and meaningful manner
- Assist with marketing initiatives of the volunteer department
- Help to procure, maintain, and grow a diverse portfolio of community programs & engagement strategies

Qualifications and Skills:

- Outgoing, excited, fun, people-oriented type
- Ability to speak well on behalf of the organization, not shy, happy to engage with new & current partners
- Solution oriented, energetic, organized, and creative
- Communicative, strong multi-tasking abilities. Works well as part of a team or by their self
- Excellent verbal and written communication skills
- Ability to effectively collaborate with HFH Halton-Mississauga staff members, volunteers, members of the community, and others as required
- Strong independent work skills, ability to take initiative, resourceful, autonomous self-starter
- Ability to assist in leading group initiatives & projects

Submission & Screening Process: Complete a Miziwe Biik client registration form & submit your resume. Please submit resume / CV by e-mail to:

bfeldmann@habitathm.ca

The position will remain open till we find the right candidate for the position! Thank you for your interest in working with Habitat for Humanity Halton-Mississauga!

Community Engagement Coordinator Trainee

LW1 role description:

Habitat for Humanity Halton-Mississauga

Name:

Department: Volunteering

Manager's Title: Senior Manager of Volunteer Operations

Date (mm/dd/yy):

Purpose of the role (broad description of why the role exists)

The Community Engagement Coordinator Trainee is responsible for networking in and engaging the community to foster positive business relationships with community programs. Important programs for the role to engage with are ones that source potential volunteers for the organization. The Community Engagement Coordinator Trainee will focus on working with businesses and programs to obtain volunteers for the organization, and provide support for the volunteer department by engaging in new, unique opportunities or projects to help develop community partners.

Included:

- Design of community engagement strategies, focus on Indigenous community engagement & partnerships
- Direct marketing of Habitat for Humanity Halton-Mississauga's organizational values to prospective partners
- Support & engage with a diverse portfolio of community programs
- Ensure effective communication channels with all departments
- Be a positive spokesperson for the organization
- Utilize available tools and processes to maximize outreach results, including online persona / social media
- Represent Habitat for Humanity Halton-Mississauga on community initiatives in a positive and meaningful manner
- Ensure compliance with company policies, rules, and regulations

Excluded:

- HR Functions
- Financial Management
- ReStore

Generic accountabilities—all employees (As an employee, I am accountable for the following)

- Always doing my best.
 - Supporting company values and goals.
 - Working cooperatively with others.
 - Carrying out assigned work.
 - Informing my manager if progress on tasks is better or worse than expected.
 - When in doubt, asking my manager to clarify expectations.
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Community Engagement Coordinator Trainee

LW1 role description:

Habitat for Humanity Halton-Mississauga

Specific role accountabilities (These are a breakdown of the purpose of the role into key elements. They should be in enough detail to provide clarity on what the individual will be called to account for on the role. Accountabilities are not time-bound, or as detailed as goals, objectives or task lists.)

- Liaise with community organizations and look for new underserved areas of interest
- Design a strategy for delivering mission-driven services to targeted populations
- Establish and maintain working relationships and long-term partnerships with community organizations, agencies, school systems, colleges & universities in target area to ensure awareness of services and create opportunities for collaboration
- Develop and execute communication plans to ensure timely, accurate, effective communication with local and internal stakeholders to achieve common goals
- Identify underserved areas and share ideas for new opportunities with management
- Keep up to date with volunteering needs of the organization
- Help with coaching and development of volunteer teams to assist in the development of community partnerships
- Assist the volunteer department staff in supporting programs when necessary
- Collaborate with other departments to determine their needs and provide new contacts for potential partnerships
- Help oversee online volunteer recruitment postings
- Lead blitz volunteer recruitment campaigns
- Other duties as deemed necessary

So that...

- HFHHM will be able to attain strategic goals set for the short, medium, and long-term.

In a way that...

- Increases our capacity to assist additional families in the community.
- Creates positive brand recognition and continual expansion of Habitat for Humanity's vision, mission.