Position Description for Program Director for Pearl River County

About Habitat for Humanity - Habitat for Humanity Bay-Waveland Area brings people together to build homes, communities, and hope. We help low income families build strength, stability and self-reliance through education, home repair services, and affordable home ownership. We are a locally run affiliate of Habitat for Humanity International. Our office is in Bay St. Louis, and we serve Hancock and Pearl River Counties. Our mission is seeking to put God’s love into action, Habitat for Humanity brings people together to build homes, communities and hope.

Job Summary - Reporting to the Operations Director, the Community Outreach Coordinator is responsible for raising the visibility of the affiliate across our service area through partnership development, recruiting volunteers, and social media. This is a part-time position, 15-20 hours per week, and includes some benefits. Compensation is negotiable based on experience.

Responsibilities:

- Lead our efforts to recruit volunteers, partners, and people to serve.
- Work with Operations Director to develop and implement a strong church relations strategy that will lead to partnerships, prayer, engagement, and agreed upon outcomes. This strategy will be developed collaboratively in first 90 days of starting the position.
- Serve as the face of Habitat in Pearl River County.
- Work closely with the Construction Director to coordinate work days for volunteers on local Habitat projects.
- Represent Habitat at various public events throughout the community.
- Plan and organize regular fund raising activities.
- Attend regular staff meetings and serve as a vital and contributing member of the affiliate leadership team.
- Other responsibilities, as needed and agreed upon, in consultation with Operations Director.

Requirements
This individual should be a resident of Pearl River County. They will need a strong work ethic, enthusiastic and outgoing personality, and an ability to bring people together. An associate’s degree or higher, or equivalent experience in a related field is required. Fund raising ability and experience, or willingness to learn is essential. A good understanding and knowledge of working in/with churches is a plus. Computer skills are mandatory. They should be a person of integrity and strong character, have good communication skills (written and verbal), be capable of working well with people, adaptable, be willing to learn Habitat programs, and passionately committed to our mission.

To apply for the position, send your resume and a cover letter to operationsdirector@habitatbw.org. No phone calls will be accepted regarding the position.

Other
Habitat for Humanity Bay-Waveland Area is an Equal Employment Opportunity employer. We seek to employ and assign the best qualified personnel for all of our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve and National Guard status, or any other status or characteristic protected by law.