

Job Description: Homebuyer Outreach Coordinator

Reports directly to the Director of Corporate and Community Relations

Client is seeking a dynamic, energetic and community-oriented Homebuyer Outreach Recruitment Coordinator. Qualified candidates will have experience in making public presentations and facilitating group workshops. The candidate will also have experience in public relations and community outreach, have excellent presentation skills, and be willing to work a schedule that includes some evening and weekend hours. Desired skills include the ability to proactively create and implement a strategy of reaching potential applicants through businesses, churches, and community groups. Desired skills also include success in sales or business development, as well as familiarity with Adobe Creative Suite programs.

The mission of the organization is to partner with working families, sponsors, and communities to build affordable, quality homes and to provide support services that promote successful home purchase and ownership. The Homebuyer Outreach Coordinator supports the mission by recruiting prospective buyers, educating them about participation in the purchase process and directing them in submitting an initial application.

Responsibilities include but not limited to:

Facilitating group presentations at various locations in Escambia and Santa Rosa Counties
Assisting in the development of a strategy to market the program to prospective applicants
Recording and tracking outreach activities
Meeting or exceeding expectations for securing highly-qualified homebuyer applicants

This position is full time and will require participation in some evening and weekend events.

Job Requirements:

Qualified candidates must meet all of the following criteria:

- Education – Associate’s degree required, Bachelor’s degree in marketing or communication-related field preferred.
- Experience
 - Two or more years of professional experience, preferably in marketing, public relations or sales
 - Group facilitation experience highly desired
- Skills
 - Ability to interact well with diverse groups
 - Strong organization, time management, and communication skills
 - Able to meet deadlines and pay attention to details
 - Excellent computer skills with knowledge of Microsoft Office (Excel, Word, Outlook and PowerPoint). Knowledge of contact management or database systems
 - Basic graphic design and knowledge of Adobe Creative Cloud programs.
 - Knowledge of social media marketing, including creating content using Photoshop, Illustrator, and InDesign.
 - Bilingual skills would be a plus but not required.

Clean driving record and reliable transportation are required.