

## **Pensacola Habitat for Humanity**

### **Position: Home Buyer Recruitment Coordinator**

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 outside 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
- Working as part of the marketing team to create social media content

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
- Ability to write and edit stories and articles for newsletter and social media
- 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
- Knowledge of social media marketing, including creating content using Photoshop, Illustrator, and InDesign.
- Basic graphic design and knowledge of Adobe Creative Cloud programs, as well as photo and videography skills are all a plus.
- Bilingual skills would be a plus but not required.

**Clean driving record and reliable transportation are required.**