

Pensacola Habitat for Humanity

Position: Outreach Marketing Associate

If you love meeting people and would enjoy networking as a representative of a mission-based organization, we are seeking a community-minded Outreach Marketing Associate. The position will entail facilitating group information meetings and meeting one-on-one with potential clients. The candidate will also have experience in public relations, have excellent presentation skills, and be willing to work a schedule that includes some evening and weekend hours. Desired skills also include success in outside sales or business development to businesses, churches, and community groups. Skills in social media marketing a plus.

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 Outreach Marketing Associate 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
- Marketing 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 give group presentations
- Ability to interact well with diverse groups
- Strong organization, time management, and communication skills
- Able to meet deadlines and pay attention to details
- Ability to write and edit stories and articles for newsletters and social media
- Excellent computer skills with knowledge of Microsoft Office (Excel, Word, Outlook and PowerPoint).
- Knowledge of social media marketing, including creating content using Photoshop, Illustrator, and InDesign a plus but not required.
- Basic graphic design and knowledge of Adobe Creative Cloud programs, as well as photo and videography skills are a plus but not required.
- Bilingual skills would be a plus but not required.

Clean driving record and reliable transportation are required.