



## GRAPHICS AND SOCIAL MEDIA COORDINATOR RESTORE

### A Communications and Outreach Opportunity

Sussex County Habitat for Humanity, Lewes, Delaware

#### The AmeriCorps Position:

Sussex County Habitat for Humanity seeks to enlist an AmeriCorps member to serve a one-year term as the **Graphics and Social Media Coordinator** based in Lewes, Delaware at the ReStore. The term may be renewable. Reporting to the ReStore Manager and Assistant Manager, this AmeriCorps member helps promote the Habitat for Humanity mission in Sussex County. Responsibilities include

#### Sussex County Habitat for Humanity:

*Homeownership* is Habitat's solution to the Sussex County housing crisis. We provide opportunities for low-income families to purchase a home or repair the home they currently own. Annually, Sussex County Habitat repairs 30 or more homes and builds or rehabs 15 to 17 homes, a notable level of productivity for a regional Habitat affiliate. Founded in 1991 as a Christian Housing ministry, Sussex County Habitat has built, rehabbed or repaired hundreds of homes throughout the county.

To fulfill this mission, Sussex County Habitat engages in:

- Family empowerment
- Home construction
- Neighborhood revitalization
- Volunteer engagement
- Resource Development

These programs strengthen people, stabilize families, instill self-reliance and impact whole neighborhoods and communities. AmeriCorps members serve in many capacities across these program areas.

#### RESTORE MISSION

#### Opportunities:

Sussex County Habitat for Humanity has a clear mission, a highly respected reputation in the region, and a distinguished brand as part of the Habitat for Humanity International organization. The Sussex County affiliate is properly governed by a board of directors, effectively led by an executive director, and productively managed by a team of program directors all of whom are committed to promoting a collaborative, fulfilling work environment. The AmeriCorps member will have opportunities to learn about and participate in:

- Operational planning
- Not-for-profit service and management
- Community development
- Government relations and public policy
- Community/Neighborhood research
- Event organization, promotion, and management
- Volunteer recruitment and guidance
- Constituency cultivation
- Public relations including media relations
- Communications to a diverse array of audiences and stakeholders
- Marketing for results

**Primary Responsibilities:**

- Assist with and update graphic design for promotional materials for Lewes ReStore
- Assist with and update Social Media (Facebook, Twitter, Website Content, etc.)
- Assist in planning and organizing ReStore Events
- Photograph events
- Support and work collaboratively with all ReStore Staff and ReStore AmeriCorps to ensure smooth operations in ReStore
- Act as ReStore Ambassador in relating with visitors
- **Additional AmeriCorps Requirements**
  - Attend State and Delaware Habitat for Humanity Training and Orientation programs and events. The training and events include but are not limited to the events on the Delaware National Service Event an Training Calendar
  - Training and events include training and team build events provided by the Delaware Habitat for Humanity AmeriCorps program.
  - Preparing and providing monthly reports to the Programs Manager on AmeriCorps service.

**Qualifications and Experience**

- Work experience in marketing and public relations and graphic design
- Experience in planning and organizing events
- Excellent organizational skills
- Ability to work with volunteers
- Effective communication skills both in writing and public speaking
- High level of energy and enthusiasm to promote Habitat's mission
- Ability to problem solve and multi-task
- Proficiency in Microsoft Office, especially Word, Excel, Publisher, Adobe Illustrator, Photo Shop and Power Point
- Proficiency with email and internet use
- Graphic Design
- Photography

**Compensation and Benefits:**

- Living allowance
- Education award available to qualified members
- Health insurance
- Low-cost, group housing
- Professional Development