

Communications and Events Coordinator

Summary: The Communications and Events Coordinator is responsible for ensuring all Sussex County Habitat for Humanity (SCHFH) communications and public events are carried out with professionalism and aligned with the branding and goals of the organization.

Organization: Reports to the Director of Development and Advocacy.
Works with and leads community volunteers regularly.

Specific Duties and Responsibilities:

Events

- Oversee all details related to each of the three SCHFH signature events: Building Hope Breakfast in November, Look Who's Cooking in March, and Golf Outing in May.
- Serve as the point of contact for SCHFH for all third party events.
- Organize all project blessings and home dedications for the organization.
- Create and maintain an events calendar that includes all critical event planning milestones.
- Recruit and lead volunteer leadership for each event.
- Serve as staff liaison to Event Committee.

Public Relations and Communications

- Identify and facilitate opportunities to increase the visibility of SCHFH through participation in community and media events, conferences, and advocacy events.
- Develop an annual operational communications plan with measurable goals.
- Develop and maintain media contacts with all area media outlets.
- Oversee content development and regularly update the SCHFH website.
- Write content and design a bi-weekly electronic newsletter (Constant Contact).
- Write and distribute press releases and media alerts.
- Manage social media content and distribution (Facebook, Twitter, and Instagram).
- Photograph and record events, volunteers groups, and groups that serve on Habitat sites.
- Write and post staff bios, board bios, and Partner Family bios.
- Post updated photos of project sites in board room and other locations.

Marketing

- Develop and implement a strategic marketing plan for SCHFH.
- Manage and update graphic design for promotional materials for all SCHFH programs.
- Ensure timely posting of appropriate SCHFH signage at projects and events.
- Ensure proper branding and signage on SCHFH properties and vehicles.

Time Commitment:

Full-time, Monday through Friday, with frequent evening and weekend activities and events

Qualifications & Skills:

- B.A./B.S. required.
- Excellent communication and presentation skills, both written and verbal.
- Proficiency in Microsoft Office and the Adobe Creative Suite, especially Word, Excel, Power Point, Publisher, Adobe Illustrator, Photo Shop and InDesign).
- Strong project management, time management, problem solving and analytical skills.
- Ability to inspire, train, motivate, challenge, and supervise volunteers.
- Ability to work well with people from all backgrounds with varying degrees of experience.
- Proficient with graphic design and basic video production.
- Ability to handle multiple projects simultaneously.
- Ability to work with minimum supervision – self-motivated & confident.
- Desire to work as part of a team and willingness to promote the principles and views of Habitat for Humanity.