

Job Description

Volunteer Engagement Specialist

Volunteers are integral to Habitat Pittsburgh's mission and culture. Habitat Pittsburgh's construction is completed predominately by volunteers, guided by our full-time construction team. Volunteers also assist at Habitat Pittsburgh's ReStore, Quality of Life Community Initiatives and fundraising events. The Volunteer Engagement Specialist will be for engaging the local community in support of Habitat's Mission and Vision through providing exceptional volunteer experiences and developing partnerships with local organizations.

REPORTS TO:

Director of Development & Technology

ESSENTIAL JOB FUNCTIONS:

The Employee must be able to perform the following essential job functions:

- Act as a visible ambassador for Habitat for Humanity of Greater Pittsburgh through program commitment and be able to answer Habitat-related questions from all potential stakeholders
- Solicit, Secure, and Coordinate the volunteers needed to achieve Habitat Pittsburgh's mission goals. This will involve coordinating with Office, Construction, and ReStore teams as to their volunteer needs
- Manage volunteers by communicating details and expectations prior to service, ensure positive on-site experience, follow up with volunteers after service with surveys, appreciation, donation solicitation, etc.
- Build and maintain Habitat Pittsburgh's volunteer community through implementing volunteer stewardship practices to increase satisfaction, retention, and volunteer to donor conversion
- Develop Habitat Pittsburgh's social media presence
- Collect, Record, and Analyze volunteer data.
- Develop build day sponsorship framework by sector and market to each sector
- Secure build day sponsorships from local and national organizations
- Present Habitat Pittsburgh's mission, goals, and vision to local community groups, trade Organizations, and Corporations to engage potential partners, volunteers, and donors.

QUALIFICATIONS AND SKILLS:

A. Knowledge, Skills, and Abilities

- a. Strong interpersonal skills dealing well with a variety of people, personalities and backgrounds
 - b. Experience facilitating groups and diverse populations
 - c. Strong organizational skills, self-discipline, and work habits
 - d. Ability to work independently
 - e. Willingness to work a flexible schedule
 - f. Proficient with Microsoft Office Suite & Social Media (CRM database experience preferred)
 - g. Excellent written and oral communication skills
 - h. Excellent presentation skills
- B. Education**
- a. B.A./B.S. degree in related field required or equivalent work experience
- C. Certificates/Licenses**
- a. Background check and drug screening test required

EMPLOYMENT STATUS & SALARY

Full Time –Exempt – requiring flexibility to work evening and weekend hours as needed
Competitive pay and benefits package. Compensation is dependent on experience.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk and hear. Use of a computer is required.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those the employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

The noise level in the work environment is usually quiet to light office noises.