



Program Coordinator for Habitat for Humanity Pulaski County KY

Habitat for Humanity is a Christian based community service organization whose mission and ministry is to join with low-income families and other community partners to provide homeownership opportunities and build communities of hope as an expression of God's love.

Position Title: Program Coordinator

Reports To: Executive Committee of the Board of Directors specifically and to the Board of Directors overall. The Executive Committee will solicit input from the entire Board of Directors in performing an annual review of the Program Director.

Purpose of Position: To coordinate daily management functions and implement policies and procedures that support Habitat for Humanity of Pulaski County KY to increase the affiliate's visibility and capacity to serve the community.

Qualifications: Prior work experience working with the public.

Job Classification: Part-time, hourly: average ten hours weekly. Hours varied and flexible. May include some weekend and evenings.

Skills Required:

Must be able to articulate the organization's mission, values, and goals. Must be organized, able to meet deadlines and able to manage projects. Must possess the ability to work effectively with diverse groups of people. Valid driver's license, reliable transportation and willingness to travel are required. Ability to work on a computer with Word, PDF, Excel, Facebook and Messenger. Use a cell phone to send texts or other platform messages. Ability to adapt to learn new software programs for volunteer and donor management, newsletter development, and updating websites. Be self-motivated, flexible and manage time well. Maintain a working knowledge of significant developments and trends in the field, including training provided by HFHI.

Key Areas of Responsibility:

General Administration

- Serves as key communication link between the affiliate and KY Habitat and Habitat International to keep board members well-informed.

- Answers incoming phone calls and retrieves general voice mail, providing resource referrals for clients or forwarding messages to appropriate board members.

Replies to email, Facebook, Messenger and texts, providing resource referrals for clients or forwarding messages to appropriate board members.

Seeks to develop relationships with new community partners to increase the affiliate's capacity to serve more within the community.

- Maintains data base of donors and volunteers, volunteer hours and annual waiver forms.
- Orders office supplies, oversee routine maintenance of computers, copiers and fax machine.
- Picks up mail from the Post Office daily. Distributes mail to appropriate board members and committee chairs.
- Sends donation receipt to donors.
- Assists president in compiling monthly board packets.
- Maintains affiliate insurance policies including general liability, director's and officer's insurance. Reports changes in property status. Requests certificates of insurance for special events.

Maintains a timeline of annual reports, fees and payments due, reporting them to the board in a timely manner.

Submits reports to Habitat for Humanity International and KY Commonwealth as directed by the board.

Attends training or conferences as directed by the board.

Board and Committee Support:

- Prepares monthly board minutes.
- Maintains records of board and committee agendas and minutes.

Collects and maintains annual volunteer waiver forms and any applicable policy acknowledgement forms.

Compiles board manuals for all new board members. May also order nametags, shirts or business cards as directed by the board.

Family Selection & Family Support:

- Tracks homeowner sweat equity hours & training classes.
- Distributes & accept homeowner applications.
- Verifies income for applicants as directed by the Family Selection committee.

Fundraising & Special Events:

- Provides office support for all events: assist in developing flyers, printed programs, tickets, signs, order supplies.
- Tracks donors, sponsors and participants for follow-up thank you letters or other recognition.
- Facilitates homeowner groundbreaking & dedication celebrations (invite, program, thank you notices).

Public Relations:

Attends public events as a representative of Habitat for Humanity, providing information to attendees. Seeks opportunities to speak to local groups or schedule speaking engagements for board members as representatives.

- Oversees creation & distribution of affiliate newsletter, (3 x/year) and annual report.
- Creates & distributes thank you/recognition for professionals & subcontractors.
- Prepares and distributes press releases for affiliate.

Additional Tasks:

This is a new position requiring flexibility and the ability to learn new tasks, attend training, work with special projects and be open to, and suggest new ideas.

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Send application and/or resume to Habitat for Humanity, PO Box 1685, Somerset, KY 42502.