

The mission of Habitat for Humanity of Greater Pittsburgh to bring people together to build homes, communities, and hope through homeownership and home repair services and is seeking a Volunteer Engagement Specialist to support this mission through providing exceptional volunteer experiences and developing partnerships with local organizations.

The ideal candidate will have strong interpersonal skills dealing well with a variety of people, personalities, and backgrounds and have the following skills and abilities:

- a. Experience facilitating groups and diverse populations
- b. Strong organizational skills, self-discipline, and work habits
- c. Willingness to work a flexible schedule
- d. Proficient with Microsoft Office Suite & Social Media (CRM database experience preferred)
- e. Excellent communication and presentation skills

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.

ADDITIONAL QUALIFICATIONS

- B.A./B.S degree in related field or equivalent work experience
- Background check required

COMPENSATION: This is a full-time exempt position. Compensation is dependent upon experience. Additional benefits include health, vision, and basic dental insurance, retirement savings plan, and paid time off.

TO APPLY: Qualified candidates should e-mail a resume and cover letter to employment@pittsburghhabitat.org.