

HfHP&D Volunteer Opportunity



Position: Corporate Partnership Coordinators

Number of Positions: 4

Start Date: ASAP

Hours Per Week: 2- 10 hours

Commitment: Minimum 3 months

Location:

Habitat office or work from home. Must be willing attend 1 hour meeting at the office every two weeks.

Required Skills:

- Strong interest in business relations
- Good communication & leadership skills
- Enthusiasm, creativity, patience & flexibility
- Willingness to learn about Habitat for Humanity's programs
- Good organizational skills

Job Description:

Habitat for Humanity Peterborough & District is need of Corporate Partnership Coordinators to work with local business to assist with fundraising activities and volunteer recruitment.

Tasks:

- Making request calls
- Potentially attending face-to-face meetings
- Tracking information in an excel tracking form
- Conveying information to fellow volunteer and committee members as well as staff

On Your Resume:

- Market a not-for-profit to the corporate sector to secure sponsorship
- Provide customer service as a volunteer on behalf of a not-for-profit to fulfill sponsorship obligations
- Administer tracking form with detailed and exacting information
- Develop interpersonal skills and communication skills, working with a variety of people