

HfHP&D Volunteer Opportunity:



Position: Faith Outreach Coordinators

Number of Positions: 4

Start Date: ASAP

Hours Per Week: 2-6 hours

Commitment: Minimum 3 months

Location: Habitat office or work from home. Must be willing to attend one hour meeting at the office every two weeks

Required Skills:

- Strong interest in faith 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 Faith Partnership Coordinators to work with local churches to assist with fundraising activities and volunteer recruitment.

Tasks:

- Making request calls
- Potentially attending face-to-face meetings, arrange for outreach speaker or make presentation
- 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 faith community to secure sponsorship and volunteers
- Provide customer service on behalf of a not-for-profit to
- Administer tracking form with detailed and exacting information
- Develop interpersonal skills, presentation and communication skills, working with a variety of people