

## HfHP&D Volunteer Opportunity



**Position:** Community Events Coordinator(s)

**Number of Positions:** 4

**Start Date:** ASAP

**Hours Per Week:** 2-6 hours

**Commitment:** Minimum 3 months

### **Location:**

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

### **Required Skills:**

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

### **Job Description:**

Habitat for Humanity Peterborough & District is need of Community Event Coordinators to plan and implement a number of special events. Team members should have a strong interest in planning special events and be able to work as part of a team and independently.

### **On Your Resume:**

- Leadership and networking experience
- Creative event planning for a not-for-profit
- Meet deadlines