

HfHP&D Volunteer Opportunity



Position: Community Events Team Leader

Number of Positions: 1

Start Date: ASAP

Hours Per Week: 2-6 hours

Commitment: Minimum 3 months

Location:

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

Required Skills:

- Strong interest in community relations
- Good communication & leadership skills
- Familiar with the basics of public relations and special events planning
- 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 a Public Relations Community Events Team Leader to coordinate the work of the Community Events Team. The Team will plan special events and other activities to raise community awareness and local resources.

Tasks:

- On-going recruitment of new members
- Develop or revise materials appropriate for the group
- Train new team members
- Organize and assign tasks
- Obtain feedback from group
- Coordinate activities with other Team Leaders, especially the Outreach Team Leader

On Your Resume:

- Event planning tasks for a not-for-profit
- Administer tracking form with detailed and exacting information
- Develop interpersonal skills and communication skills, working with a variety of people
- Meet deadlines