

## HfHP&D Volunteer Opportunity

**Position:** Social Networking Coordinators

**Number of Positions:** TBD

**Start Date:** ASAP

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

**Commitment:** Minimum 3 months

### **Location:**

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

### **Required Skills:**

- Strong interest in community relations
- Good communication skills
- Familiar with social networking tools
- Enthusiasm, creativity, patience & flexibility
- Willingness to learn about Habitat for Humanity's programs

### **Job Description:**

Habitat for Humanity Peterborough & District is need of Social Networking Coordinators to engage supporters, recruit volunteers, request donations and spread the word about Habitat for Humanity's affordable housing work. These Team members will use Blogs, Social Networking Websites and Content Sharing Sites to communicate the Habitat for Humanity mission to members of the community.

### **Tasks:**

- Obtain information for postings from staff and other volunteers
- Write and prepare material for review editing by Habitat staff
- Post information to social networking sites
- Monitor sites

### **On Your Resume:**

- Communication material preparation for a not-for-profit
- Social networking site maintenance
- Develop interpersonal skills and communication skills, working with a variety of people

