

HfHP&D Volunteer Opportunity



Position: Public Relations Team Leader

Number of Positions: 1

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 & leadership skills
- Familiar with the basics of public relations and working with the media
- 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 Team Leader to coordinate the work of the Public Relations Team. The Team Leader will help recruit and train team members as well as develop strategies for communicating the Habitat for Humanity mission to members of the community through media contact, newsletters, web site and community outreach.

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 Special Events Team Leader

On Your Resume:

- Communications tasks for a not-for-profit
- Administering tracking form with detailed and exacting information
- Developing interpersonal skills and communication skills, working with a variety of people