



Job Description: Community Engagement Manager

Purpose: The Community Engagement Manager's primary role is to further the organizational mission & fundraising goals of Habitat for Humanity Saint Louis (HFHSL) through media and electronic communications, organizational events, third party benefit events, and strategic community engagement projects and relationships.

Duties and Responsibilities:

A. Communications and Community Engagement

- Develop and foster relationships to ensure HFHSL has a credible and viable presence in the broader community and seek opportunities which increase mission awareness.
- Participate in outreach opportunities (fairs, meetings, presentation, etc.) distributing marketing materials and educating attendees on HFHSL mission, program and opportunities.

B Social Media and Marketing

- Serve as an organization ambassador within the overall social & electronic media community by managing a e-communications schedule including social media postings, email campaigns, e-newsletters, blog posts, etc.
- Coordinate, design, & manage content for HFHSL website & social media pages.
- Follow brand guidelines and with the development of all print & e-communications needed to further the mission of HFHSL (brochures, report to the community, ads, etc.) and support community partners as needed.
- Work to develop HFHSL storytelling pieces (print, video, mixed media etc.) which can be used for internal & external use to further the HFHSL mission and expand community outreach and engagement.

.C Events & Fundraisers

- Identify and solicit existing and prospective opportunities within the community to develop, market, implement and maximize special events (including those for constituent groups) which further the mission of HFHSL by either increasing revenue and/or increasing organizational understanding.
- Provide support for HFHSL events including but not limited to HFHSL hosted events, third party benefit events, fundraisers, wall raisings/ground breakings, and dedications. Support may include staffing, communications, promotions, photography, and marketing materials.

D. Administrative and Budgeting

- Manage HFHSL constituent partnerships (Women Build, Habitat Young Professionals, and Campus Chapters) including meeting facilitation/participation, and coordination of their events with the broader HFHSL Resource Development staff and activities.
- Service as staff liaison to any special events committees & volunteers as needed.
- Assist with the development of budgets, monitoring expenses related to events and outreach. Maintain complete and accurate records of all events/activities.

E. Other duties as assigned.

General Qualifications

- Bachelor's Degree preferably in the areas of community relations, communications and/or marketing.
- Demonstrated accomplishments in supporting community engagement through event development, outreach programming, marketing, mission storytelling, and social media utilization.
- Outstanding interpersonal skills, including the ability to create personal relationships and to communicate effectively to a variety of stakeholders.
- Knowledge of photography/videography and editing software.
- The ability to manage multiple projects with competing demands in an extremely fast-paced, ever-changing environment, while maintaining a commitment to excellence.
- Well-organized, self-starter, with keen attention to detail.
- Possess a valid driver's license and insurance and has the ability to travel as need to perform the responsibilities of the position.

Preferred Qualifications: At least two years of professional experience in community outreach, social media management, and communications; preferably in a nonprofit environment. Desktop publishing, graphic design, Adobe Creative Suite, WordPress, and HTML knowledge and/or experience. Relevant education, professional training, and experience will also be considered.

Work Schedule: Ability to work a flexible schedule including some evening and weekends. Office hours are Monday through Friday, 9 am to 5 pm (or 8am-4pm). Following the completion of a preliminary probationary training period, the position is hybrid remote and in-person. Significant time at Habitat worksites, ReStores, and at events expected.

Physical Requirements: Ability to stand and/or work on a computer for long periods. Ability to access active construction sites which may have precarious terrain or obstacles to maneuver around.

Reports to: Director of Resource Development

Salary and Benefits: Nonexempt salaried position. **Range \$42,000-\$47,000.** Paid time off and other benefits offered after introductory period.

Application Process: Please send resume detailed cover letter by Monday, March 17th 2025 to Harper Zielonko at harper@habitatstl.org. **Email submissions only. NO phone calls, please.**

The employer has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate your employment at any time, for any reason.

This job description does not list all of the duties of the job. You may be asked to perform additional duties. In addition, you will be expected to exercise your independent judgment in determining other tasks that need to be performed in order to increase the efficiency of the operations. You will be evaluated in part based upon your performance of the tasks listed in this job description and in part based upon the initiative you take in identifying and undertaking additional functions relevant to the operations of the business