

Job description:**COMMUNITY DEVELOPMENT COORDINATOR – Saint John**

This position will primarily focus on communications surrounding Saint John ReStore, volunteer management, fundraising, and community connections. General administrative duties will also be required to assist with day-to-day operation of the local office.

This position will especially appeal to those who enjoy a variety of duties. Time management and prioritization of tasks will be essential to the success of this position. Effective communication and regular collaboration with team members will be key as we look toward the success of our many planned home builds in Saint John and throughout the province.

COMMUNICATIONS & MARKETING

- Social media strategy development and implementation for ReStore.
 - Create and manage daily content
 - Platforms will include, but not limited to, Facebook and Instagram
 - Promotion of ReStore products
- ReStore marketing and signage

VOLUNTEER MANAGEMENT:

- Recruit volunteers to assist in our ReStore, on build sites in various capacities, at special events, etc.
- Plan appropriate recognition of volunteer efforts

COMMUNITY CONNECTIONS:

- Attend events that provide opportunities to network with potential donors and community partners
- Planning and set-up of attendance at various community events such as Home Shows, markets, volunteer fairs, information sessions, etc.

FUND DEVELOPMENT:

- Coordinate local fundraising events
- Grant writing and proposals in collaboration with Operations Director and other Habitat NB Community Development Coordinators
- Create and coordinate funding Campaigns in collaboration with Operations Director

NECESSARY SKILLS:

- Bilingualism (French and English) would be considered an asset.
- General administrative duties
- Experience in grant writing would be considered a definite asset
- Experience with various social media platforms.
- Effective time management.
- Valid driver's license and access to own vehicle would be considered a definite asset.