



## Program Coordinator

Habitat for Humanity of Ventura County (HFHVC) is a leader in supporting the need for affordable housing, having built 77 affordable homes and repaired or renovated over 300 houses since its inception.

This position will join an exciting team as we build strength, stability, self-reliance, and shelter throughout Ventura County while expanding our critical home repair program.

### Position summary:

This is a full-time (40 hours per week), non-exempt position that reports to the Volunteer Director.

- Schedule: Monday – Friday with some Saturday requirements and rare evenings. Workdays may flex based upon the build schedule.
- Location: This position will work out of the Oxnard, CA office with an on-site/remote hybrid option.
- Salary range: \$20.00 - \$22.36 per hour.

### Primary Responsibilities of this position include:

#### Volunteer Program Coordination/Administration – 80%

- Under supervision of the Volunteer Director, assist in implementing volunteer program strategies.
- Communicate with Habitat Ventura staff to determine volunteer needs.
- Outreach to individuals and groups to recruit for all Habitat Ventura County needs using a variety of methods (emails, phone calls, social media, volunteer fairs, faith relations, military, schools and universities, service organizations, and businesses).
- Respond to web, phone and in-person inquiries in a timely and professional manner.
- Schedule groups and individuals interested in volunteering in construction and non-construction roles using internal and external scheduling calendars.
- Update and promote monthly schedule of volunteer activities and events.
- Assist in creating/sending e-blasts to volunteers regarding upcoming volunteer opportunities, trainings, processes, and acknowledgements.
- Ensure that volunteer liability waivers are signed, filed, and updated annually.
- Track volunteer information including volunteer lists, waivers, and hours, utilizing volunteer software.
- Provide volunteers with documentation of service as requested.
- Welcome and provide support/supervision to volunteers during their shifts on-site.
- Function as the “site host” for volunteers when needed at construction site locations, playhouse builds and fundraising events. Ensure the check-in process is completed accurately and efficiently, food and water are available as applicable, and participant and volunteer safety practices are strictly enforced.
- Assist with volunteer orientations and other volunteer training.
- Coordinate development of annual volunteer appreciation event with the Event Manager

#### Other Program Coordination/Administration – 20%

*Prioritized (based on schedule, task, and need) by CEO and Volunteer Director*

- Assist Habitat Home Repair Program Coordinator with servicing applications for home repairs. Could include phone screens, application review, marketing efforts and/or subcontractor recruitment.
- Assist Development and Communications department with event preparation, in-kind solicitation, and marketing efforts.
- Assist Chief Operations Officer with administrative tasks and analysis.
- Other duties as assigned.

**Required skills and qualifications:**

- Commitment to serving low-income families and supporting the need for affordable housing.
- Contagious energy and enthusiastic personality.
- A self-starter who can take initiative and form relationships.
- Ability to manage differing personalities and ideas with positivity, poise, and flexibility.
- Organizational and planning skills. Detail oriented. Able to manage concurrent activities.
- Strong written and verbal communication skills. Comfortable with public speaking.
- Ability to communicate with a variety of corporate, faith-based and community groups.
- Strong computer skills. Proficient in Microsoft Office products including Word, Excel, and Outlook, customer relationship management systems, online programs, social media, and other software applications relevant to the position.
- Ability to work early mornings, nights and weekends when needed. Work hours will vary.
- Reliable transportation to move around the County daily when needed. If using your own vehicle, valid CA Driver License with a clean driving record and current auto insurance required.
- Minimum 1-2 years of related experience preferred.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The person in this position:

- Must be able to remain in a stationary position 75% of the time.
- Will work in outdoor weather conditions as well as an office environment.
- Will move around construction sites, traversing uneven ground.
- Will constantly operate a computer and other office productivity machinery, such as a copy machine and computer printer.
- Has the ability to observe details at close range (within a few feet of the observer).
- Has the ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- Frequently moves equipment weighing up to 25 pounds across the office or work site for various needs.

**How to Apply:**

Send Resume and Cover Letter outlining relevant experience and skills to [info@habitatventura.org](mailto:info@habitatventura.org).

Please include "Program Coordinator - your last name" in the subject line. Incomplete applications will not be reviewed. Short-listed candidates will be contacted for interviews on a rolling basis. Position open until filled. Habitat for Humanity of Ventura County is an equal opportunity employer.