



We build strength, stability, self-reliance *and* shelter.

## **Job Description**

### **Community Engagement Coordinator**

#### **Habitat for Humanity, Orange County, NC**

#### **Organization**

Habitat for Humanity of Orange County is solid like the houses it builds. With integrity, creativity, and a clear and powerful belief that “everyone in Orange County deserves a decent place to live,” it is continually adapting to meet a need for more affordable housing. Habitat is seeking a Community Engagement Coordinator with a passion for its work and an entrepreneurial spirit.

Since 1984, Habitat has built over 300 homes in Orange County and funded the construction of another 183 homes overseas. The need for more affordable housing options has never been greater. The average home in Orange County now costs more than \$450,000, rent for a two-bedroom apartment, if you can find one, is \$1,100 or more per month, and the availability of federally-supported Section 8 housing is in rapid decline. The lack of affordable land close to the county’s largest employers, UNC and the medical center, is an ongoing challenge.

The Habitat model of sweat equity and affordable mortgages has been social enterprise in action before the term became popular, and the model still works. Habitat has expanded to serve more families with its innovative Home Preservation program which has helped to keep families in their own homes with repair and rehabilitation services. Over the past 38 years, we’ve seen that stable housing in a thriving community creates promise and possibility for families. Weavers Grove, Habitat’s newest mixed income community, is its most audacious project yet. Of the 237 homes, 101 will be Habitat homes and the remainder will be built as “missing middle” market rate housing. This will set a new precedent for mixed income living in Orange County and across the nation. This development follows behind an award-winning community called Crescent Magnolia, which was the first of its kind to allow lower income seniors to purchase affordable homes.

Orange Habitat is an affiliate of Habitat for Humanity International, an organization with Christian roots that welcomes people of all faiths or no faith at all. Strong partnerships and inclusion permeate Habitat’s culture and are key ingredients in its success. Habitat is known locally for its collaborations with student groups and the medical center at the University of North Carolina at Chapel Hill and for its very successful Women Build program. The Durham, Orange, and Wake Habitat affiliates combine to operate local ReStores and use the profits to build more homes.

Today, Habitat employs 25 people and is overseen by a 16-member Board of Directors. More than 2,000 people volunteer each year and have played an active role in its success. Habitat is a well-run, respected organization with a hard-working Board of Directors and a dedicated staff.

#### **Candidate Description**

The Homeowner Services team’s purpose is to provide support to everyone who participates in Habitat’s programs. At the core of the team’s work is homebuyer education and advocacy.

Homeowner Services is looking for a team mate who leads with compassion while being mindful to care for themselves as they continue their career in non-profit work. The members of the Homeowner Services team are bold and strategic, working to make an impact on their community.

This is a full-time exempt position, averaging 40 hours per week. Work outside normal hours, nights and weekends, is required.

## **Specific Responsibilities**

- Coordinate with outside agencies to teach classes for program applicants and current homeowners
- Partner with leaders in Habitat neighborhoods to design revitalization efforts
- Lead educational sessions including but not limited to:
  - Orientation
  - Lot selection
  - Loan origination
- Create and distribute educational materials for program participants and homeowners
- Host community events to build comradery across Habitat neighborhoods
- Produce and distribute biweekly homeowner announcements to over 150 homeowners to provide information and resources
- Work with homeowners and neighborhood residents on resident-led goals. This may include neighborhood block parties, resident programming, and additional projects.
- Support resident-led neighborhood efforts in Habitat communities through meeting facilitation, resources development, training, and evaluation
- Serve as Habitat's representative with other community-based organizations as requested by the CEO and VP of Homeowner Services
- Foster partnerships and collaborate with other organizations to develop a comprehensive network of housing-related resources
- Work directly with Habitat homeowners, Home Preservation clients, and volunteers to speak on behalf of Habitat and affordable housing at government meetings and other community events, including writing talking points
- Build relationships with neighborhood residents in areas where Habitat is planning future home construction
- Assist Lending Manager and VP of Homeowner Services with departmental goals and special departmental projects as needed
- Assist with intern supervision

## **Qualifications and Requirements**

- Bachelor's Degree or equivalent education and/or experience
- Minimum two years community organizing, community development and/or affordable housing experience
- Thorough knowledge with Microsoft Office
- Exceptional written and verbal communication skills
- Proven organizational skills including the ability to manage multiple tasks and projects simultaneously
- HUD Certified Housing Counselor or willing to obtain certification
- Knowledge and experience with AirTable and/or other database platforms preferred.
- Experience teaching in adult education
- Available for occasional work events on weekends and evenings.
- Bilingual a plus

**\*All new applicants/employees requesting employment must be COVID-19 vaccinated to apply or to become an employee of Habitat for Humanity of Orange County, NC.\***

**Compensation:** Commensurate with experience and abilities. Benefits package includes holidays and paid time off, health insurance, 401k, and long and short-term disability insurance.

**Salary Range:** \$35,000-\$52,500

**To apply:** In one document please submit a cover letter and resume via email to [careers@orangehabitat.org](mailto:careers@orangehabitat.org).

Credit and criminal and driving record checks will be conducted before a final offer is made. Three references will be required for finalists.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position. All employees may have other duties assigned at any time.

***Habitat for Humanity of Orange County, NC is an Equal Opportunity Employer***

Applications are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, sexual orientation, physical or mental disability, genetic information or any other category protected by applicable federal, state or local laws.

THIS COMPANY IS AN AT-WILL EMPLOYER AS ALLOWED BY APPLICABLE STATE LAW.  
THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED,  
THE COMPANY OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME,  
FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE.