

## ‘BUILD’ your Future with Habitat for Humanity GTA

Volunteer Outreach Coordinator	
<b>Reports To</b>	Director, Volunteer Outreach and Engagement
<b>Division</b>	Volunteer Services
<b>Location</b>	Flexible (we have offices in Toronto, Vaughan and Brampton)
<b>Type</b>	Full Time, Permanent
<b>Date</b>	October 2019

Habitat for Humanity Greater Toronto Area (Habitat GTA) mobilizes volunteers and communities to help working, lower income families build strength, stability, and self-reliance through affordable homeownership. With the help of volunteers, donors, and community partners; we have built close to 400 homes for families, including over 1,300 children in need of safe, decent, and affordable housing. We are an innovative, entrepreneurial social enterprise that has been increasing our capacity for impact each and every year.

### What we offer...

- A meaningful opportunity to make a difference in your local community and to have first-hand contact with the families whose lives are transformed by our work
- The pride of being part of a highly respected, high profile global charity
- A stimulating, fast paced professional opportunity in a team of like-minded ‘world-changers’
- Comprehensive health and dental benefits
- RRSP eligibility
- Flexible work arrangements
- Internal job mobility and developmental opportunities
- Wellness initiatives including EAP and corporate gym membership rate with Goodlife Fitness

### The Opportunity

With the increasing costs of housing in the GTA, more and more families struggle to keep a decent roof over their heads. Caught in punishing cycles of unpredictable rent increases, overcrowded or unsafe living conditions, and inaccessible financing, these families live with the constant burden of uncertainty and stress.

Habitat for Humanity knows that safe, decent and affordable homeownership plays critical role in helping families create a new cycle, one filled with possibilities and advancement. Affordable homeownership frees families from housing uncertainty and fosters the skills and confidence they need to invest in themselves and their communities. The outcomes can be long-lasting and life-changing.

If you have great energy, love working with people and you are looking to make an impact in your community then this is the opportunity for you. Reporting to the Director, Volunteer Outreach and Engagement you will be a key player in ensuring quality experience for all volunteers but with a specific focus on our ReStore Volunteers. The successful candidate for this role will work collaboratively with other team members and across the organization helping Habitat GTA achieve our volunteer targets by delivering our Volunteer outreach, engagement and retention strategy.



## Your Impact

As a Valued member of our team and in order to ensure we get more families into homes you will:

- Develop strong relationships with your ReStore Team members and together you create a ReStore Community environment that ensures a consistent rewarding volunteer experience.
- Connect regularly with our volunteer community to learn from them what brought them to Habitat GTA and what keeps them volunteering with us.
- Bring existing Community relationships with you or develop new ones that will expand the volunteer pool to support our volunteer needs.
- Strengthen existing or build new secondary and post-secondary institution relationships to secure a reliable source of co-op students to support mainly our Habitat ReStore operations.
- Be a Habitat Brand ambassador as you recruit in the community and organize and participate in Community and Volunteer appreciation events.
- Provide informative and engaging presentations to varying types and sizes of audiences in the community as part of your recruitment and outreach strategy.
- Develop a recruitment strategy that will ensure the variety of volunteer needs are being met that will help us get our families into homes.
- Ensure from the start to finish all co-op requirements are completed to the highest standards ensuring co-op students have the best placement experience possible that inspires them to tell others to consider Habitat for their placement.

## What You Bring

- A combination of education and previous experience in Volunteer Management.
- Proven relationship building skills anchored by strong interpersonal skills with a high degree of professionalism, confidence and independence in representing the organization and leveraging our brand.
- Able to prioritize among competing business needs and to work collaboratively with the Volunteer Services team to ensure that all requests for Volunteer support are delivered upon.
- Strong work ethic and high energy; suited to a multi-tasking, fast-paced environment.
- Availability to work a flexible and sometimes varied schedule.
- Demonstrated appreciation of diverse backgrounds, perspectives and lived experiences and able to leverage the strength that lies in that diversity.
- A love of being part of a team; a willingness to roll up your sleeves and help staff in other areas when "all hands on deck" are needed.
- Valid G class license and access to own vehicle.
- Ability and openness to travel within our working geographical region across the GTA.
- A passion like ours...to help more families realize the strength and stability of their own home!



## Your Application

If you are ready to make an impact in your local community, then consider being a part of our team at Habitat for Humanity GTA. To indicate your interest in this position, submit your resume and a detailed cover letter, including your salary expectations to [hr@habitatgta.ca](mailto:hr@habitatgta.ca). Please quote the job title in the subject line. Applications must be received by November 4<sup>th</sup>, 2019.

## Your Future at Habitat for Humanity GTA Awaits...

*Applicants must be eligible to work in Canada throughout the duration of their employment with Habitat for Humanity GTA. Proof of eligibility will be required. As part of our selection process, the successful candidate must receive clearance by a police background check.*

*Habitat for Humanity GTA is committed to creating a diverse environment and is proud to be an equal opportunity employer.*

*Habitat for Humanity GTA is committed to ensuring a barrier-free, accessible and inclusive work environment. We welcome and encourage applications from people with disabilities. Upon individual request, we will endeavor to remove barriers to the hiring process to accommodate candidates with disabilities, providing the applicant has met the bona-fide requirements of the employment position. Please inform us should accommodation be required at any point during the recruitment and selection process.*

*Internal candidates with the required skill-set are encouraged to apply.*

*We thank all applicants for their interest in Habitat for Humanity GTA, however only those selected for an interview will be contacted.*

