

Habitat for Humanity of Laramie County Inc.

Program & Events Coordinator Position

Job Description

Create, maintain, and promote any fundraisers, events, or other projects in conjunction with or related to the annual Habitat Home Build projects. Other key event responsibilities include promoting other projects that advance Habitat for Humanity of Laramie County's mission and strategic goals and strengthening existing relationships, and building new relationships with the community, local businesses, and other nonprofits in Laramie County. Duties' related to program coordination include coordinating our affiliate's Repairs program, Fresh Start program, ERAP-HSS program partnership, and Blueprint for the Future program. This position reports directly to the Executive Director and collaborates with the Development Director to track program outcomes and data for fund development reporting.

The candidate must have excellent written and oral communication, time management, and relationship skills and be able to manage multiple programs, events, and fundraisers simultaneously.

Duties

- Consistently and accurately track program outcomes.
- Assist the Executive Director in developing program budgets.
- Work with the bookkeeper to ensure the program's expenses are within the approved budget.
- Assist the Development Director in preparing documentation for Grant reimbursements.
- Track program budget expenses.
- Record program employee hours.
- Produce program performance reports and provide program updates as needed.
- Solicit client feedback through interviews or surveys to ensure program objectives are being met.
- Recommend program improvements and changes to the HFHLCI Executive Director.
- Develop strategies for program growth and sustainability.
- Be involved in program events and community outreach.

Events

1. Work with the Marketing Director to create, promote, and follow through with fundraisers to support the main project throughout the year.
2. Help the Marketing Director with developing promotional materials for events & projects, including creating flyers, posters, videos, and anything that could help the event or project.
3. Work with the Marketing and Development Directors to create annual fundraising and event calendars and assist with creating goals for annual fundraising.
4. Assist the ReStore management and Marketing Director in planning and executing the ReStore calendar of events and sales annually.
5. Assist with social media posts as needed.
6. Assist with tasks or research as directed by the Executive Director, Development Director, or other staff members.

Repairs Coordinator

1. Interview applicants to determine if they qualify for the Repairs program.
2. Coordinate and facilitate repairs with contractors.
3. Coordinate repairs and perform repair assessments on new applicant's projects.
4. Assist the Construction Supervisor with assessing repair needs and formulating an action plan.
5. Track program outcomes and data and provide periodic reports to the Development Director.
6. Help maintain and assess budget and funding sources, such as which projects should be CDBG, ARPA, or referral to ERAP-HSS.

Fresh Start Fund

1. Lead quarterly partner meetings, including creating the agenda and sending out meeting materials.
2. Work with the Development Director and Bookkeeper to maintain budget and funding sources.
3. Work with program partners to help troubleshoot any issues that may arise and maintain relationships with partners, including providing materials and additional vouchers.
4. Be active in the community in promoting the Fresh Start program and be able to identify any potential new partners to add to the program.
5. Work with ReStore staff to ensure the Fresh Start program runs efficiently and troubleshoots any issues that may arise.

ERAP-HSS Program

1. Perform the new client intake, including meeting with clients, filling out intake forms, and communicating with the State Aging Division.
2. Create and execute a plan of action to facilitate repairs & modifications, including getting approval from the State Aging Division and securing contractors to complete the work.
3. Maintain project budgets for repairs and modifications.
4. Create and submit invoices for reimbursement from the State of Wyoming.
5. Track employee time, outcomes, and data to include in reports to the development director.
6. Maintain effective and appropriate files/data on federal retention guidelines.

Blueprint for the Future

1. Coordinate meetings with community stakeholders to grow the program.
2. Coordinate student activities with the Construction Manager.
3. Track grant funding to keep the program on a budget.

The position is 40 hours a week, non-exempt, salary is based on experience, is negotiable, and starts at \$18/Hr.

Benefits include PTO up to 80 hours a year, and all federally recognized holidays including, New Year's Day, MLK Jr. Day, President's Day, Memorial Day, Juneteenth, July 4th, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas Day

Bachelor's degree is preferred.

Previous nonprofit experience preferred.

Some Saturdays and evenings are required.

Please submit a cover letter & resume to Executive Director, Dan Dorsch at dan@cheyennefh.org.