



# Habitat for Humanity<sup>®</sup>

of Wake County

*Serving Wake and Johnston Counties*

## **FAITH RELATIONS COORDINATOR**

Department: Faith Relations

Location: 2420 N. Raleigh Blvd

Supervisor: VP, Faith Relations

### SUMMARY:

Reporting to the VP of Faith Relations, the Faith Relations Coordinator (FRC) is responsible for engaging faith communities in Habitat Wake's mission.

This is a Part Time Non-Exempt position requiring flexibility to work evening and weekend hours as needed for meetings and special projects. The FRC will work on average 10 hours per week.

### ESSENTIAL FUNCTIONS:

- Lead and grow assigned faith coalitions by inviting new congregations, encouraging existing partners, setting and leading organizational meetings, assigning churches for work dates, securing funding, and organizing coalition events (wall-raising & dedication ceremonies, clergy work mornings)
- Engage assigned churches to become involved in Habitat Wake.
- Work with the Communications team to produce sponsor packets, sponsor plaques, wall-raising/dedication programs, and sponsor signs for assigned faith coalitions.
- Invite newly engaged faith communities to utilize Faith Relations education tools and communications to deepen their commitment to Habitat's mission including becoming housing advocates.
- Work with the Volunteer team to support the faith coalition coordinators and congregational faith coordinators to generate the necessary faith volunteers in assigned coalitions.
- Speak at faith communities as needed.
- Staff mission fairs and special faith community events.

### KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Strong computer skills including MS Word and Google products.
- Ability to efficiently and effectively organize work and time. Must be a self-starter.
- Current driver's license and vehicle
- Excellent customer service skills.

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**Together, We Build.**

[www.HabitatWake.org](http://www.HabitatWake.org)



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## MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree;
- 2-3 years of experience engaging faith communities;
- The ideal candidate will have proven abilities/compelling passion for engaging faith communities.
- Exceptional development skills and will have a calm and very pleasant demeanor when working with a wide variety of people.
- Excellent communication and public relations skills with a strong passion for the organization's mission.
- Self-motivated with the ability to work independently and as part of a team and with great energy and persistence. Experience working with diverse constituencies;
- Proven organizational skills including the ability to manage multiple tasks and projects simultaneously and produce high quality results quickly and on time;
- Critical thinking, problem solving, accuracy and attention to detail.

## APPLICATION PROCESS:

- If interested, please email a cover letter and resume to [edmundoyanez@habitatwake.org](mailto:edmundoyanez@habitatwake.org)

## NOTE:

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.

We are 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.

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