



## Fremont Area Habitat for Humanity Job Description

**Job Title:** Communications & Operations Manager

**Location:** Fremont, Nebraska

**Department:** Management

**Reports to:** Executive Director

**Hours:** Monday-Friday, generally 8:00 am – 5:00 pm, may require occasional Saturday work. Occasional, additional time may be required to accomplish deadlines, accommodate volunteers and donors, or as requested by supervisor.

**Payroll Class:** Salary/Exempt.

**Revised Date:** October 26, 2021

### Job Summary

Developing and implementing a community outreach program to support the vision of Fremont Area Habitat for Humanity, working with businesses, groups, and Churches. Assisting with overall organizational operations. Working closely with the Habitat team to coordinate build scheduling, group workdays and specialty build days. Promoting the affiliate through marketing and communications. Work in advocacy to develop community and neighborhood relationships.

### Essential Duties

- Commitment to the Habitat mission and share a passion to influence others to share our vision; ability to work with people of all races, faiths and backgrounds is a must.
- Responsible for community outreach, specifically to Churches, businesses, and organizations. Maintain community outreach program to support the vision of Fremont Area Habitat for Humanity. Work within the community to promote Habitat, recruit businesses, Churches and groups for volunteer days on the build site and in the HomeStore. Grow partnerships with large businesses, Churches, and colleges/universities.
- Create, update and maintain quality marketing materials for events and ongoing activities; recruitment brochures, event information; annual report; newsletters. Manage social media presence for the organization, including making regular updates and responding to inquiries. Maintain website, updating as needed.
- Act in partnership with and attend most Committee meetings, including Fundraising, HomeStore and Building Committees. Church Relations Committee, which includes direct contact with local churches on a regular basis, to recruit volunteers and develop financial support. Develop means for churches to become involved on a stronger level. Schedule committee meetings and track committee membership, attendance, and meeting minutes.
- Supervise and support matters and staff relating to HomeStore sales goals and operations.
- Develop and update organization policies and procedures; assess and modify existing procedures for enhanced efficiency of the organization; research and develop new procedures when necessary.
- Regularly collaborates with Habitat team to ensure coordination of all aspects of programs, volunteers and homeowners.
- Assist Executive Director with grant writing, fundraising and overall organizational operations. Manage and develop GroundBreaker program. Event planning and management.

- Recruit and manage interns.
- Perform all functions according to established policies, procedures, regulatory and accreditation requirements, as well as applicable professional standards. Provides all customers and volunteers of Habitat for Humanity with an exceptional service experience by consistently demonstrating our core values.
- Other duties as assigned.

#### **Knowledge, Skills and Abilities**

- Must possess proficient technology skills, including Microsoft office, email, internet; willingness to learn new software programs.
- Must have excellent oral and interpersonal communication skills, to effectively communicate and interact with general public and volunteers. Ability to communicate effectively through reading, writing, in person or on telephone.
- Proven ability to work independently and manage multiple projects and activities simultaneously. Must possess independent decision-making abilities, as well as considerable judgment and initiative to determine the approach or action to take in non-routine situations.
- Demonstrate strong planning and organizational skills, including the ability to anticipate tasks, set priorities, meet deadlines, and function smoothly under strict deadlines and shifting priorities.
- Ability to keep highly sensitive personal and financial information confidential.
- Public speaking skills.
- Bilingual in Spanish preferred.

#### **Education**

- Bachelor's Degree required.

#### **Physical Requirements**

- A portion of the time will be spent sitting, answering, and making phone calls, compiling information, writing and working at a computer.
- Some physical exertion is required with occasional lifting.
- Some work on buildsite, outside, in HomeStore as needed.

#### **Other Information**

This job description in no way should be construed as a contract for employment. The above job duties comprise the core responsibilities of the Communications and Operations Manager, but it is not intended to be an exhaustive list. These duties may be subject to change at any time due to reasonable accommodation or other reasons. Nothing in this job description restricts the Board's right to assign or reassign duties and responsibilities to this job at any time.

*Fremont Area Habitat for Humanity is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.*



# Communications & Operations Manager

August 2022

## Employment Application

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever worked for this company? YES  NO  If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES  NO

If yes, explain: \_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

### References

Please list three professional references.

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Previous Employment**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_