



Volunteer Engagement Coordinator (Part-time)

Department: Affiliate

Reports to: Executive Director

Employment Classification: Part-time (PT)

FLSA Status: Non-Exempt

Location: Westwood, New Jersey (Onsite)

Hourly Rate: \$20.00

ABOUT HABITAT FOR HUMANITY OF BERGEN COUNTY

Habitat for Humanity of Bergen County (HFHBC) is committed to addressing the urgent need for affordable housing within Bergen County, New Jersey. Since 1994, HFHBC has worked to empower families through homeownership, critical home repairs, and neighborhood revitalization projects. We partner with local communities, volunteers, and donors to build safe, affordable homes that foster stability and self-reliance. Located in Westwood, NJ, our team focuses on creating sustainable housing solutions and building strong community bonds through volunteerism and support services. Join us in our mission to create a world where everyone has a decent place to live, right here in Bergen County.

JOB OVERVIEW

Reporting to the Construction Committee, the Volunteer Engagement Coordinator serves as the primary liaison between the construction sites and our dedicated construction volunteers. This position is critical for managing the ongoing staffing needs for multiple building and special projects simultaneously. The Volunteer Engagement Coordinator will ensure volunteers are well-prepared, scheduled, and supported to maximize impact on our construction sites and other Habitat for Humanity of Bergen County initiatives. By fostering strong relationships and maintaining effective communication with both volunteers and project leaders, this role helps drive our mission to provide safe, affordable housing in Bergen County.

ESSENTIAL JOB FUNCTIONS

Add essential functions here:

- Manage volunteer counts, waiver compliance, and volunteer data on the Online Volunteer Calendar and volunteer local management database
- Report volunteer statistics for monthly reports to Board of Directors, quarterly reports to Habitat for Humanity International, and other grant-related reports as required.
- Maintain waiver forms, email communications, volunteer safety instructions, etc.
- Maintain regular contact with site supervisor, Director of Construction, and the Construction Committee on status of volunteer counts and build projects
- Coordinate community service opportunities for youth, corporate, and court-ordered community service efforts

- Work with various committees and staff on photography, communications, (email, print, and social media) and press releases to promote Team Builds, Playhouse Builds, major fundraisers, and other volunteer events
- Develops, supervises, and oversees all “Team Build” volunteer programs, including but not limited to, scheduling, securing financial commitments with corporate partners, school groups, religious groups, and nonprofit organizations.

Recruitment and Engagement

- Develop and implement volunteer recruitment strategies to attract diverse groups and skill levels.
- Build relationships with local schools, community organizations, businesses, and faith groups to expand volunteer base.
- Conduct outreach and represent Habitat for Humanity at local events, fairs, and community meetings.

Volunteer Management

- Coordinate scheduling and placement of volunteers for construction projects, office support, special events, and other programs.
- Maintain an organized and up-to-date volunteer database to track participation, hours, and relevant skills.
- Develop and lead orientations, trainings, and educational sessions to prepare volunteers for their roles.
- Ensure volunteers are informed of policies, safety procedures, and expectations.

Communication and Engagement

- Serve as the main point of contact for all volunteer inquiries, addressing questions, concerns, and feedback promptly.
- Recognize and celebrate volunteer contributions through events, awards, and other recognition efforts.
- Create regular newsletters, email updates, and social media posts to keep volunteers informed and engaged.

Administrative and Reporting Duties

- Track volunteer hours, participation metrics, and prepare reports on volunteer impact for management and grant reporting.
- Ensure compliance with legal requirements, including background checks, waivers, and training documentation.
- Assist with special events and fundraising efforts as needed, helping to recruit and manage volunteers for these activities.

SUPERVISORY RESPONSIBILITIES

Not applicable at this time

REQUIREMENTS AND QUALIFICATIONS

Experience and Education:

- Bachelor's degree.
- Minimum of 1-3 years of experience in office or administrative capacity.
- Basic computer skills, (i.e., Microsoft excel, word, etc.) including familiarity with email, social media, and data management systems (experience with volunteer local management software is a plus but not required).

Qualifications:

- Strong interpersonal and communication skills; ability to work with diverse groups of people (high school/college students, corporate partners, volunteers of various ages, construction committee members, board members, etc.).
- Creative, solution-oriented, resourceful problem solver
- Organizational skills with attention to detail, including the ability to manage multiple projects and priorities simultaneously.
- Flexibility to work occasional evenings and weekends to support volunteer events and special projects.
- Passion for Habitat for Humanity's mission and a strong desire to contribute to the local community.

Preferred Qualifications:

- Savvy with social media and technology, especially CRM (customer relationship management) databases, Microsoft Office Suite.
- Customer service, sales, and/or fundraising background a plus
- Engaged in the community with prior experience coordinating group projects or community engagement projects

Work Environment:

This job operates in a professional hybrid working environment, and may involve local travel to build locations within Bergen County, New Jersey and/or may involve travel to other locations for seminars and/or training.

This role routinely uses standard office equipment, including a laptop computer, iPad, and cell phone. The employee is generally required to spend long periods of time sitting, typing, and working at a computer. May require the ability to occasionally lift and transport items up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Application Instructions

Interested candidates should submit a resume and cover letter to Careers@habitatbergen.org with "Volunteer Coordinator Application" in the subject line.