



Community Engagement Coordinator

What We Do

Habitat for Humanity Greater San Francisco believes in the power of homeownership to create generational impact. To this end, we **build homes** for first-time homeowners and **sustain homeownership** by helping vulnerable homeowners retain their home as an asset for generations to come.

Your Impact

The Community Engagement Coordinator (CEC) plays a critical role in ensuring that Habitat Greater San Francisco engages productively with a variety of stakeholders, builds rapport with community leaders and volunteers, and coordinates the growth of its two essential, volunteer-driven programs: Neighborhood Revitalization (NR) and the Playhouse Build. In support of the former, the CEC engages the volunteer community in improving parks, green spaces, and community gardens in its focus neighborhoods, while in the latter, the CEC engages donor groups to Habitat's overall mission by leading their volunteers on building playhouses.

Primary Responsibilities

Parks and Community Garden Program Coordination (45%)

- Coordinate weekly park beautification and community garden events in the Bayview neighborhood of San Francisco, including outreach and day-of coordination of volunteers and community partners.
- Provide an excellent volunteer experience by ensuring that volunteers are well-utilized, safe, having fun, and understand the impact of Habitat GSF's work.
- Represent Habitat GSF at local convenor meetings and participate in ongoing park planning meetings with SF Rec & Park, the Bayview Parks Collaborative, and other local organizations.
- Establish and maintain relationships with community garden advocates and community residents to develop ongoing volunteer opportunities and increase capacity for these gardens.
- Collaborate to improve larger scale volunteer days and events in parks and gardens with community partners in order to raise visibility of our program, increase partnerships, engage local volunteers, and address related needs of the community in our green space work.

Pop-Up Playhouse Build Coordination (45%)

- Responsible for ordering and expediting materials, pre-fabrication of playhouse parts, on-site safety, volunteer leadership and development, playhouse delivery, and tracking costs.



- Coordinate on-site construction needs for build days, including managing and organizing equipment and materials, leading hands-on carpentry tasks with volunteers, and maintaining clean, organized and safe sites at all times.
- Provide an excellent volunteer experience by ensuring that volunteers are well-utilized, safe, having fun, and understand the impact of Habitat GSF's work.
- Collaborate with Construction and Volunteer Services staff to identify skilled/enthusiastic volunteers and cultivate their involvement in Habitat's work, essentially creating an operational support crew of Regular volunteers for Playhouse Builds.
- Collaborate closely with Volunteer and Development staff working with Corporate Groups to schedule, implement and develop the direction for volunteer shifts.
- Liaise with playhouse recipient families and arrange pick up or delivery
- Develop improvements to construction plans and work to streamline volunteer shift and volunteer engagement, and to maximize efficiency in the program.
- Participate in regular planning and debriefing meetings as needed.
- Conduct community outreach to secure partnerships with organizations to benefit from the volunteer shifts.
- Support the Construction team at home & community facility repairs through the Neighborhood Revitalization program when no Pop-Up Builds are scheduled.

Data Collection, Evaluation and Administrative (10%)

- Maintain a daily log of activities • Ensure proper volunteer, park and garden data is collected and inputted into our HomeKeeper data system.
- Develop collateral to share statistics, stories, year-in-review, and other related materials.
- Regularly track and report on expenses

Characteristics and Skills

- Professional career with 2–3 years of increasing responsibility
- Must have excellent communication skills
- Ability to operate light carpentry tools (jigsaw, drills, circular saw) preferred
- A love of working with and leading volunteers
- Experience with project coordination
- Independent but collaborative and communicative
- Interest in and/or experience with urban agriculture
- Interest in and/or experience with carpentry
- Organized and dynamic professional able to think clearly and creatively in face of unexpected challenges
- Awareness of and sensitivity to cultural and socioeconomic characteristics of populations served
- Ability and willingness to manage tasks and responsibilities with a varied schedule (approximately 75 percent of this work will take place outside of the office)
- Strong administrative and organizational skills
- Strong communication skills, including: a warm and thoughtful interpersonal communication style and a professional writing style
- Strong customer-service orientation



- Experience with group and conference presentations and workshops
- Willingness to collaborate as a team player and work with a broad team of Staff, AmeriCorps and volunteers to achieve program goals
- Knowledge of standard office software (Outlook, Microsoft Office, Excel)
- Self-starter, self-directed, and goal-oriented

OTHER REQUIREMENTS

- Minimum A.A. degree
- Valid CA driver's license and clean driving record - projects take place in San Francisco and San Mateo Counties and often require staff to transport materials and supplies; comfortable driving a larger Sprinter van
- Must be able to pass felony and misdemeanor background check.
- Must be able to work a Tuesday-Saturday schedule and coordinate Saturday outdoor volunteer events, year-round (with occasional evenings) in the Habitat GSF service area of Marin, San Francisco and San Mateo Counties

Work Environment

This job operates in different locations around San Francisco in parks, gardens, and other construction sites. This role routinely uses tools for gardening, building, and light construction work and is almost always outdoors. We work in heat, humidity, wind and rain. Noise level will be loud at times.

Physical Demands

The ability to lift and carry at least 60 pounds. Must be able to travel to work sites and occasionally navigate rough terrain.

Benefits

Compensation for this role is competitive, DOE. This full-time position offers health, dental and vision insurance, chiropractic/acupuncture, life insurance, long-term disability, employee assistance program (EAP), Flex Savings Account (FSA), 403b retirement account, commuter benefits, and 20 days paid time off, 3 sick days, and 12 paid holidays.

Application Instructions

To apply, please submit a resume and cover letter through our application page:
<https://hgsf.bamboohr.com/jobs/view.php?id=LINK>