



Love working with people and helping change their lives for the better?  
Have a heart for mission-oriented work and public service?

**Apply now to be our new Outreach Coordinator!**

**Palouse Habitat for Humanity's Mission:** Seeking to put God's love into action, Palouse Habitat for Humanity brings people together to build homes, community, and hope.

**Purpose:** To support and grow the Palouse Habitat for Humanity (PHFH) Home Build and Home Repair programs, this position will manage PHFH's recruitment, processing, and selection of applicants for the Home Build and Home Repair programs, coordinate the sale of homes, and provide support for PHFH homeowners after they have been selected. They will assist with building relationships with local government agencies, community partner organizations, and other groups to help identify and recruit potential candidates for PHFH's programs. Finally, they will oversee the Volunteer Management program, educating the community about the Habitat mission, recruiting and retaining volunteers to support PHFH's increasing work in our service area.

**Time Commitment:** This position will be full-time, Monday- Friday in the PHFH office in Moscow, Idaho. Some participation in after-hours or weekend events may be necessary as part of the outreach responsibilities of this position. Some remote work is possible, as arranged with supervisor.

**Direct Supervisor:** This position reports to the Executive Director. This position works with the Development and Communications Specialist, Construction Supervisor, Store Manager, and other staff as needed.

**Duties:**

- Assist in the development and implementation of an outreach strategy to grow the number of applications for PHFH's programs.
- Provide staff support for the Homeowner Selection and Homeowner Support Committees.
- Interact with homeowner and home repair applicants to ensure a positive application experience.
- Oversee the Volunteer Management program. Build community relationships to promote the Habitat mission, and recruit and retain the volunteers needed to carry out that mission. Work

with relevant staff to schedule volunteers to meet organization's needs. Maintain the volunteer database and calendar. Ensure volunteer appreciation occurs regularly.

- Prepare and submit regular reports, including monthly board reports and quarterly Affiliate Statistical Reports to HFHI. Provide impact data to marketing team to help tell Habitat story.
- Ensure compliance with PHFH and HFHI loan origination policy, and federal Fair Housing law.
- Oversee sale of Habitat homes and ensure accurate record keeping of relevant documents.
- Maintain Habitat program databases, including escrow accounts, for homeowner and home repair recipient records. Create and maintain a database of organizations, government entities, and other community partners to help identify and recruit potential applicants for PHFH programs. Manage homeowner application files.
- Maintain the Qualified Loan Originator certification requirements, and any other certifications required to ensure compliance with state and federal law.
- Engage with homeowners to help resolve cases of delinquency.

**Qualifications:**

- Have a heart for mission-oriented work and public service.
- Willing to become familiar with HFH's mission and purpose.
- Sound mathematical and data management skills.
- Strong written and verbal communication skills. Experienced communicator comfortable with using phone, live video conferencing, email, texting, and social media.
- Excellent customer service skills.
- Able to work independently and within a group.
- Able to plan, prioritize, and complete tasks on schedule.
- Comfortable using Microsoft Office Suite and digital record keeping documents.
- Physically able work in an office environment, including desk work, using a computer and phones. Occasionally may be required to lift boxes of office supplies and equipment up to 50 lbs.
- Pass a background check and have dependable transportation.
- High school diploma or equivalent.

**Preferred skills:**

- Familiar with nonprofit organizations or similar mission-related work.
- Experience working with low to moderate-income individuals preferred.
- Familiarity with mortgage lending and federal fair housing law preferred.

**Position:**

- \$20/hr
- Health insurance
- Vacation: Five federal holidays, two days at Thanksgiving and two days at Christmas. Additional vacation leave depending on length of service, starting at 1.25 days per month.
- Personal days: up to 3 days per year arranged with supervisor
- Sick leave: up to 10 days per year
- Location: 306 N. Main St Moscow Idaho

*Palouse Habitat for Humanity is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, marital status, national origin or disability. Accommodation will be made for employees requiring them.*

*Palouse Habitat for Humanity is a drug-free workplace.*

*Updated 8/31/23 JW*