



We build strength, stability,  
self-reliance and shelter.

Position Title: Development & Public Relations Assistant  
Department: Fund Development  
Reports to: Director of Development

*We hire people who are enthusiastic about making a difference here in the Greater Sacramento Region. Join our team of change makers and dream builders.*

Part Time (22.5 hours a week); Temporary (through August 5, 2019); \$12/hour.

As one of the most well-known and respected nonprofit brands in the world, Habitat for Humanity is a global nonprofit housing organization working in local communities across all 50 states in the U.S. and in approximately 70 countries.

Habitat for Humanity of Greater Sacramento, a locally supported affiliate of Habitat for Humanity, provides families in Sacramento and Yolo County with a springboard to secure, stable futures through affordable homeownership, home repairs, and neighborhood revitalization. We are a small but mighty team of 25 likeminded people who want to make a positive impact in the Greater Sacramento Area. In the past year Habitat for Humanity of Greater Sacramento built and started construction on 8 new homes, completed 32 home repairs, engaged over 2,000 volunteers and 300 businesses, hit \$1 million in sale in our ReStore, and reached over 91 million people through our earned television, print, digital, and social media efforts.

Reporting directly to the Director of Development, the Development & Public Relations Assistant will assist in all areas of communications in addition to volunteer coordination. The ideal candidate is an independent self-starter who is trustworthy and highly detail oriented. He or she needs to be able to work well with people of diverse backgrounds; have a solid work ethic and high integrity as well as the ability to exercise good judgement in a variety of situations. Must possess the desire to build strong verbal and written communication, exceptional administrative and organizational skills, be flexible to changing circumstances and have the ability to maintain balance in a fast-paced working environment.

**The Development and Public Relations Assistant will:**

- Spearhead all volunteer scheduling
- Conduct new volunteer orientations
- Create social media content
- Oversee data entry for volunteer participation

**The Development and Public Relations Assistant will also be exposed to:**

- Graphic design and Video production
- Brand Packets and Management
- Press releases and Media Alerts
- Content piece writing
- Public speaking
- Media relations (we work directly with ABC10, Comstock's, and a wide variety of media partners)
- Campaign and Events Management

**Required Qualifications:** Only solution oriented, team players need apply. A successful individual in this role will have exceptional time management skills, superior organization aptitudes, have the ability to take initiative, be self-motivated, resourceful, detail-oriented and energetic. The right person will work effectively with other employees, volunteers, donors, board members, and the public.

**Schedule:** Tuesday-Saturday 7:30am-12:00pm

**Physical Requirements:** Physical requirements are those that are present in normal office environment conditions and infrequently may involve light to moderate lifting up to 50lbs

**Licenses and/or Certificates:** Candidates must possess a valid California driver's license and meet the State's automobile insurability requirement.

**To apply:** Submit resume and cover letter to [efauchier@HabitatGreaterSac.org](mailto:efauchier@HabitatGreaterSac.org) with the subject line "Development & Public Relations Assistant"

This position description does not list all the duties of the job. You may be asked by your supervisor to perform other tasks and duties. You will be evaluated in part based upon your performance of the responsibilities listed in this position description. Management has the right to revise this position description at any time. Any revisions after hire will be provided in writing.

Habitat for Humanity of Greater Sacramento expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Habitat for Humanity of Greater Sacramento's employees to perform their job duties may result in discipline up to and including discharge. Habitat for Humanity of Greater Sacramento encourages low and very-Low Income individuals to apply.

Habitat for Humanity of Greater Sacramento is an At Will Employer. This position description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.