



## **HABITAT FOR HUMANITY CORNWALL & THE COUNTIES JOB DESCRIPTION**

### **Community Engagement Assistant 2019 Canada Summer Jobs – 8 Week Summer Contract**

#### **Habitat for Humanity Cornwall & The Counties**

Founded in 1998, Habitat for Humanity Cornwall & The Counties is a non-profit organization working towards a world where everyone has a safe and decent place to live. Our mission is to mobilize volunteers and community partners in building affordable housing and promoting home-ownership as a means to breaking the cycle of poverty. With the help of countless community volunteers we have provided 13 families with 31 children safe, decent and affordable housing.

Habitat for Humanity houses are not given away. Partner Families work with Habitat for Humanity to purchase the home that they help build. In place of a traditional, financial down payment, Partner Families commit 500 hours of sweat equity (volunteer work). Upon completion of the home, Partner Families purchase the home from Habitat at fair market value with an interest free mortgage. The monthly mortgage payments will never exceed 30% of a family's income. These mortgage payments are directed to a designated fund that helps to build more homes.

In addition, Habitat for Humanity Cornwall & The Counties operates a ReStore, based in Cornwall, Ontario. Revenue generated by the ReStore assists to offset day to day costs of the affiliate while offering an affordable shopping option. The ReStore is stocked entirely through donations, helping waste diversion from local landfills. Since the inventory is comprised of donations, we do not have to charge tax to customers.

#### **Community Engagement Assistant – Summer Position**

##### **Job summary**

The Community Engagement Assistant will assist in aspects of Habitat for Humanity Cornwall & The Counties' 2019 Cornwall Home Build, event management and fund development. The position will include interaction with the community, trades people, donors, volunteers, Partner Family and staff. The individual will assist in the creation, coordination, delivery and evaluation of special events to promote community engagement throughout the service area while maximizing fundraising opportunities.

##### **Responsibilities and duties**

The duties and responsibilities of the position will include, but not be limited to:

- Event work within the community, on the 2019 Cornwall Home Build site and at the ReStore
- Seeking out and developing opportunities for potential third party fundraising events
- Distribute information regarding Habitat for Humanity, the Home Build and the ReStore at community events, agricultural fairs, farmers' markets, trade shows and more

- Interact daily with build site tradespeople, volunteers, staff, donors and sponsors
- Meet with or present to community groups, service groups, church groups, student groups and more
- Assist with raffle and Bingo licensing and preparation, social media and website management as well as sponsor and donor cultivation, recognition and stewardship
- Liase and work with existing and new volunteers, assisting with volunteer recruitment at events and with file creation in the Affiliate office
- Other duties as assigned which may assist in furthering the goals and objectives of Habitat for Humanity Cornwall & The Counties
- Operate under the direct supervision of the Fundraising & Events Coordinator
- Some evening and weekend shifts will be necessary

### **Field of Studies/Skill set**

Experience and/or education in the field of marketing, communications, public relations, businesses, event management, non-profit development or social/psychological services would be an exceptional candidate for this position. Experience with media and public relations, social media, event development and proposal/sponsorship development as asset.

### **Important Notice**

To be eligible for this position as funded by Canada Summer Jobs, candidates must meet the following criteria:

- Between 15 and 30 years of age (inclusive) at the start of employment ;
- Is a Canadian Citizen, permanent resident, or person on whom refugee protection has been confirmed under the *Immigration and Refugee Protection Act\** for the duration of the employment;
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

\*Please note, international students are not eligible.

This position is based on a contract of 35 hours per week for 8 weeks (280 hours total) from July 2, 2019 until August 23, 2019 as per Canada Summer Jobs, with a salary of \$14.00/hour.

### **To apply for this position**

Please provide a resume in addition to a cover letter clearly outlining your qualifications for this position. Applications will be accepted until June 11, 2019 to the Fundraising & Events Coordinator at [sara@habitatcornwall.org](mailto:sara@habitatcornwall.org). All information received will be held in confidence. No phone inquiries will be accepted.

In compliance with the Accessibility for Ontarians with Disabilities Act, Habitat for Humanity Seaway Valley is committed to providing accommodation for people with disabilities. Applicants must make their needs known in advance. We encourage candidates from all backgrounds to apply.

We thank all applicants for their interest, however, only those selected for interviews will be contacted. No

phone calls please.