



## Atlanta Habitat Outreach Coordinator

Atlanta Habitat is seeking a dynamic, energetic and community-oriented Homeowner Outreach Coordinator. Qualified candidates will have experience with community outreach programs, the ability to create and implement a strategy, excellent presentation skills, knowledge of the affordable housing industry and be willing to work a schedule that includes evening and weekend hours. The mission of Atlanta Habitat for Humanity is to partner with working families, sponsors and communities to build affordable, green, quality homes and to provide support services that promote successful home purchase and ownership. The Homeowner Outreach Coordinator supports Atlanta Habitat's mission by ensuring that qualified prospective homebuyers apply for homeownership with Atlanta Habitat.

The Homeowner Outreach Coordinator is directly responsible for:

- Leading Atlanta Habitat's homeowner outreach program
- Meeting or exceeding annual goals for securing qualified homebuyer applicants
- Providing staff leadership to the Homeowner Ambassador Committee

This position is full-time and offers a full benefits package.

### Qualified candidates must meet all of the following criteria:

#### *Education*

- Bachelor's Degree required.

#### *Experience*

- Two or more years of professional experience, preferably in housing or outreach.
- Volunteer management experience preferred.

#### *Skills*

- Able to interact well with diverse groups, make public presentations, and facilitate group workshops.
- Knowledge of housing issues and neighborhoods in the City of Atlanta.
- Background in consumer credit issues
- Strong organization and communication skills.
- Able to meet deadlines and pay attention to details.
- Good computer skills with knowledge of Microsoft Windows XP and Office (Excel, Word, Outlook and specifically Access). Database management skills are necessary.
- Bilingual skills preferred.

#### *Other*

- The Homeowner Outreach Coordinator must provide a valid driver's license, proof of insurance and have a reliable vehicle. Candidate must have a good driving record reflecting no more than 1 moving violation in the immediate 24-month period preceding application date.

Please send resumes to [jobs@atlantahabitat.org](mailto:jobs@atlantahabitat.org) and put "Homeowner Outreach Coordinator" in the subject line. Please no walk-ins, phone calls or faxes.