



JOB TITLE: PT ReStore Marketing Coordinator

REPORTS TO: Retail Acquisition Manager

Habitat for Humanity of Greater Los Angeles (Habitat LA) is seeking a qualified candidate to be responsible for developing and executing marketing initiatives and materials to promote the Habitat for Humanity of Greater Los Angeles ReStores, which are an important funding source for HabitatLA. Habitat for Humanity of Greater Los Angeles has been an active affiliate of Habitat for Humanity International for more than 20 years. By providing affordable housing, home repairs, skilled construction training, financial education, and volunteer opportunities the organization has transformed millions of lives, helped stabilize communities and fostered economic vitality in the region. On average, the affiliate builds and renovates 100 homes in the Los Angeles region, ranking it among the largest affiliates nationwide.

SUMMARY OF ESSENTIAL FUNCTIONS

- Maintain/update ReStore web content (including blog posts, social media, classifieds and other third party websites)
- Help to develop and distribute ReStore marketing materials (press releases, video, eblasts, flyers, signs, print, etc)
- Maintain and manage the ReStore marketing schedule, budget and assets
- Create, promote & manage monthly DIY workshops (includes securing teachers)
- Conduct ReStore customer surveys and report on findings
- Pitch editorial for the ReStore

SUMMARY OF JOB QUALIFICATIONS

- 2+ years in a marketing position - strong preference for retail industry, home improvement or construction
- High school diploma or commensurate experience
- Access to reliable transportation, valid *clean* drivers license and minimum required insurance

This is part-time position. Work schedule is less than three days per week, with some evening and weekends. Position requires local travel in the normal course of performing job duties with mileage reimbursement. Must have access to reliable transportation to perform job duties, valid driver's license and meet the state required amount of personal automobile liability insurance.

BENEFITS AND COMPENSATION: This position is scheduled for no more than 3 days per week, and is therefore not eligible for benefits

TO APPLY (NO CALLS OR WALK-INS PLEASE):

If you'd like to join our team, please send a cover letter, resume and salary requirements to:

EMAIL: HR@habitatla.org (Preferred)

MAIL: 8739 Artesia Blvd., Bellflower, CA 90706 – Attn: HR



Visit us at: www.habitatla.org

Employment is contingent upon completion of a satisfactory background check.

**Habitat for Humanity of Greater Los Angeles is an Equal Employment Opportunity employer. Applicants are considered without discrimination with regard to race, color, religion, sex, national origin, age, disability or other protected status.*