



JOB TITLE: Marketing & Communications AmeriCorps VISTA REPORTS TO: Associate Director of Marketing & Communication

Habitat for Humanity of Greater Los Angeles (HFH GLA) is seeking qualified employees to support the Marketing, Communication, Social Media, Website, and Branding of the affiliate

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

- Explore the programs, policies and procedures, leadership and resources that are currently in place at the site and identify best practices from other programs. Identify what additional needs the project requires. Document research and communicate findings to the project sponsor and gain further direction to move forward with developing an enhanced program.
- Based on the information gathered, the VISTA will develop systems or programs that will address the needs of the host site and are sustainable. This may include improved data gathering methods or storage, more efficient policies and procedures, improved community interaction and increased leveraging of resources, community engagement and support, etc.
- Implement the new and/or improved system or program. This may include setting up systems, documenting the new policies and procedures, training others (including leadership) to use it, putting in place a schedule, securing resources or implementing an event plan. Assist the site in testing and evaluating the various parts of the program developed and make revisions to the program as needed in order to ensure success.
- Ensure that the systems and/or programs developed are sustainable and will continue at the host site after the completion of the VISTA term by developing manuals and training staff/volunteers on the new program.

SUMMARY OF JOB QUALIFICATIONS

- Microsoft Office Suite (especially Word/Excel)
- Website development, social media and SEO familiarity
- Strong written and verbal skills
- Valid Driver's License, ability to meet host site's insurance requirements and reliable transportation.

This is full-time position. Work schedule is Monday through Friday, 8:30AM-5:30PM 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.

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

CLICK HERE if you'd like to join our team.

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.*



A Habitat for Humanity 
Affiliate of Distinction
2015–2017



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