



**JOB TITLE: Director of Marketing & Communications**

**REPORTS TO: SVP of Resource Development**

Habitat for Humanity of Greater Los Angeles (Habitat LA) is seeking a qualified candidate to oversee marketing, communications, public relations and event related efforts. This role is responsible for managing all communication plans and building external relationship with Habitat LA's constituencies, including media partners. The Director will set and guide the strategy for all communications, the web site, public relations messages, and collateral to consistently articulate Habitat LA's mission. 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**

- Manage all marketing, communications, graphic design and public relations needs for Habitat LA.
- Supervise the team members in the marketing and communications department and provide leadership and strategic direction.
- Develop, implement and evaluate the annual communications plan across all audiences and among all departments at Habitat LA.
- Develop strong relationships with media representatives, manage media relations and maximize media opportunities
- Lead the generation of all online and print content, including collateral materials, to engage audience segments and lead to measurable actions.
- Oversee all communications needs related to special events, build sites and other affiliate wide activities.

#### **SUMMARY OF JOB QUALIFICATIONS**

- Minimum of 8 years of marketing and communication experience in non-profit, entertainment, media and/or agency industry.
- 4-year degree or equivalent experience; Master's degree preferred
- Familiar with Microsoft Office, Adobe, Google platforms, All social media platforms
- Valid Drivers License and clean driving history (position drives 35% of the time)

This is full-time position. Work schedule is Monday through Friday, 9AM to 6PM 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:** We offer a full benefits package: medical, dental , and vision coverage; life and AD&D insurance; vacation and sick leave; holidays; flexible spending accounts; and 401(K) retirement plan and employee discount in our ReStores. **Compensation:** starting at \$75,000/year, DOE

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

Visit us at: [www.habitatla.org](http://www.habitatla.org)

Employment is contingent upon completion of a satisfactory background check and drug screen

*\*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 and will consider qualified applicants with criminal histories in a manner consistent with the [Los Angeles Fair Chance Initiative for Hiring](#).*



A Habitat for Humanity   
Affiliate of Distinction  
2015–2017

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

EMAIL: [HR@habitatla.org](mailto:HR@habitatla.org) (Preferred)

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



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