

COMMUNITY ENGAGEMENT AND OUTREACH COORDINATOR

Community Home Trust (CHT) delivers housing affordability to diverse populations in partnership with our communities.

We are seeking a dynamic, well-connected, relationship-focused Community Engagement and Outreach Coordinator to help us expand our reach and accomplish our mission.



Our team at CHT is made up of 9 professional, mission-driven staff with a \$1 million budget. We are located in Chapel Hill, NC. As the Community Engagement and Outreach Coordinator, you'll be under the leadership of our Marketing and Communications Manager, who reports to our Executive Director. Our ED and staff collectively work under the oversight of the Board of Directors.

For the time being, all CHT staff are working on a hybrid in-office/remote schedule, so some in-office hours will be required.

Your mission as the Outreach Coordinator will be to regularly network and meet with community members (individuals, groups, organizations) to share our program opportunities, including homeownership and rental opportunities in Orange County and a new Down Payment Assistance Program in Durham.

In short, you will be our "boots on the ground," investing most of your time engaging with the communities we serve, meeting new people, and building relationships with local residents and organizations.

Responsibilities include:

- Creatively implementing the marketing plan to launch the new Down Payment Assistance Program in Durham;
- Engaging and building relationships with community organizations in order to expand our reach and invite more applications and applicants from diverse communities;
- Developing relationships with and educating realtors, lenders, and housing providers, and partnering with them in helping their clients to apply;
- Planning, organizing, and hosting community meetings as well as attending and participating in those organized by others, and using connections made at those events to invite more qualified applicants for our programs;
- Conducting engaging, educational orientation sessions for people who want to learn more about Community Home Trust and the programs we offer;
- Showing properties for sale and working with applicants to complete reservations;
- Attending tabling opportunities and other community events to share information about the organization;
- As necessary, creating or modifying marketing materials for particular audiences or programs;
- As necessary, assisting with application processing or other administrative duties.

Qualifications:

- Eagerness to support and build up communities, particularly those that have historically been excluded from homeownership opportunities
- A natural excitement about meeting people and building trusting relationships with them
- 3+ years of work in community organizing, outreach, advocacy, community building, or a related field
- Ability to work a demanding, primarily self-directed work schedule; strong organization, multi-tasking, and time management skills
- A demonstrated commitment to a diverse, equitable, and inclusive workplace and community
- Excellent verbal and written communication, active listening skills, and a persuasive, tactful, compassionate, and professional demeanor
- Ability to convey to others that you understand their perspective, and a facility with adapting your message to their communication style to seek mutual understanding and respect
- Experience with and enjoyment of working in a small team environment
- Experience with nonprofit organizations; affordable housing knowledge preferred
- Demonstrated experience setting, achieving, and exceeding goals
- Demonstrated high level of personal and ethical standards
- Knowledge of and comfort using computers and personal communication devices
- Proficiency with Microsoft applications including Word, PowerPoint, Excel, and Outlook; knowledge of Salesforce preferred
- Native speaker or learned fluency in speaking and writing Spanish preferred
- Completion of high school diploma, GED, or equivalent
- Provision of own transportation

The salary range for this position is \$35,000-40,000, depending on experience. We also provide a generous benefits package, including employer-paid health insurance, 403(b) contribution, health savings account contributions, and flexible work arrangements. This position is full-time, an average of 40 hours per week, with the potential for frequent evening and weekend hours attending community events. CHT is an equal opportunity employer.

HOW TO APPLY:

Please submit your resume along with an explanation of why you would be a good match for this position and how you meet the qualifications. Your explanation may take the form of a written cover letter, or you may submit it through another medium, such as a video or audio recording. Send all materials to Daniele Berman, Manager of Marketing and Communications, dberman@communityhometruster.org. Priority deadline for applications January 5. NO PHONE CALLS PLEASE. Applications in confidence.