

Communications Co-ordinator

Position Title: Communications Co-ordinator
Reporting To: Head of Finance and Administration
(Also supporting Chief Executive)
Location: Nelson
Date: September 2021



Role Purpose

The Habitat for Humanity Nelson (HfHN) Communications Coordinator will be responsible to the Head of Finance and Administration and be responsible for all aspects of communications for the Nelson Affiliate, including strategy development and implementation, planning, marketing support and engagement with media in all of its forms. Habitat for Humanity Nelson is a not-for-profit organisation with Christian values. Your focus will be on providing communication co-ordination and support to assist our mission of ensuring that everyone in our community has a decent place to live.

Key Responsibilities

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| Strategy | <ul style="list-style-type: none"> • Ensure the development and implementation of a robust, high impact communications strategy for the Affiliate, including the Habitat Hub, ReStores and café • Develop communications strategies and implementation plans for special events and programmatic initiatives as required • Develop an advocacy strategy and implementation plan for the Affiliate • Liaise with HFHNZ Communications and Advocacy Team for support and to ensure compatibility of communications messaging and advocacy positions |
| Communication | <ul style="list-style-type: none"> • Coordinate speaking opportunities with relevant groups in conjunction with the Chief Executive and Senior Leadership Team (SLT) • Prepare and maintain the accuracy of information for public speaking presentations and display, Habitat brochures and information sheets, including maintaining stock levels • Support relevant affiliate staff with communication to HfHN volunteers and supporters, partner families, tenants, programme participants, Hub tenants and members of the public • Promote HFHN's activities in all forms of media (social, print, etc), including the social media platforms of the Affiliate and Habitat Hub, and supporting ReStore and café Managers with the same • Prepare and maintain an annual communication plan for HfHN in conjunction with the Chief Executive, SLT and relevant staff, and prepare project communications plans for special initiatives • Grow and develop HfHN supporters base through effective communication methods • Coordinate all communications and marketing for HfHN including Mission Boards for ReStores and café using photography and video to help tell the Habitat story • Record and share partner family stories through storytelling, photography and video • Regularly maintain and update the HfHN website and online mail-out platform • Compile regular newsletters and internal communication updates • Assist Family Services Coordinator with communications and marketing for family services, selection and dedications • Describe and communicate the HfHN Programmes and relevant processes to interested parties • Ensure compliance with all relevant Affiliate data management systems and processes, (Salesforce, etc) |

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| Marketing and Fundraising | <ul style="list-style-type: none"> ● Support the Business Development Manager by developing communications materials suitable for marketing and fundraising |
| Health and Safety | <ul style="list-style-type: none"> ● Accept responsibility by actively participating and demonstrating a commitment to own personal health and safety and that of others ● Ensure HFHN health and safety policies and procedures are complied with at all times ● Ensure hazards are reported and recommendations made to eliminate, isolate or minimise exposure to such hazards |
| General | <ul style="list-style-type: none"> ● Other duties as may be required |
| Hours of Work | <ul style="list-style-type: none"> ● This is a permanent part-time position for up to 20-hours per week. Hours of work are flexible but to be approved by the Chief Executive ● Some tasks may be required to be completed outside of normal business hours |

Key Relationships

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| Internal | <ul style="list-style-type: none"> ● Chief Executive and Senior Leadership Team ● Business Development Manager ● Other Affiliate Staff ● ReStore and café Managers ● HfHN Board and relevant Affiliate sub-committees ● Tenants of the Habitat Hub ● HFHNZ Communication and Advocacy Team |
| External | <ul style="list-style-type: none"> ● General public ● Media outlets and journalists ● Community organisations and churches ● Local businesses and supporters ● Volunteers |

Qualifications, Experience and Skills

- A true passion and dedication to Habitat for Humanity’s mission and values – helping to create a world where everyone has a decent place to live
- Significant communications experience
- Strong oral and written communication skills
- Relevant tertiary qualifications and/or commensurate experience
- Excellent people skills with the ability to engage effectively with all stakeholders
- Able to multi-task and manage work time effectively
- Ability to treat sensitive information appropriately
- A high level of initiative with effective time management and excellent organisational skills
- A high level of computer literacy including a good working knowledge of relevant products and software and data management systems
- An understanding of and commitment to the principles of Te Tiriti O Waitangi, and the needs of Tangata Whenua, Pacific Island communities and other minority groups
- A thorough understanding of Non-Government Organisations and the not for profit sector
- A full driver’s licence