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**Job Title:** Homeowner & Community Engagement Manager

**\*FLSA Classification:** Exempt | Salary | At-Will    **Salary:** \$41,248 - \$55,085 (DOE)

**Reports to:** Executive Director

**Benefits/PTO:** Eligible

\*FLSA Status: This position is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA). It does not earn overtime or compensatory time for additional time worked.

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**Statement of Purpose:**

Waco Habitat for Humanity, Inc., founded in 1986, is a nonprofit, ecumenical Christian housing ministry that seeks to provide a decent house in a decent community for all of God's people in need. Habitat invites people from all walks of life to work together in partnership to help build and repair houses with partner families. Habitat builds homes in partnership with low-income families, and those homes are built and repaired using primarily volunteer labor. Our partner families serve alongside Habitat staff and volunteers as they move toward either repairing the home they already own or eventually purchasing their home through a zero interest loan.

**Mission of Waco Habitat for Humanity:**

We envision a world where everyone has a decent place to live. Seeking to put God's love into action, Waco Habitat for Humanity brings people together to build homes, communities and hope.

**Summary/Objective:**

The Homeowner & Community Engagement Manager provides leadership for the areas of Homeowner Selection and Homeowner Support for all new homeowner programs for Waco Habitat for Humanity. This position is further charged with empowering low-income families to become successful homeowners. This position also effectively engages the community through volunteer recruitment and coordination and promotes Waco Habitat for Humanity through social media.

**Required education and experience:**

- Bachelor's degree in Social Services, Public Administration, Non-Profit Management or a related field
- Master's degree in Social Services, Real Estate, Public Administration, Non-Profit Management, or a related field (preferred)
- One year management, administration and supervisory experience in a non-profit or similar setting
- Two years case management, administration and supervisory experience in a non-profit or similar setting (preferred)
- Valid Texas Drivers' License and Personal Auto Insurance Policy

**Skills and Knowledge Requirements:**

- Bilingual - English and Spanish (preferred)
- Ability to work with people from diverse socio-economic backgrounds
- Experience with diverse ethnic and faith communities (preferred)
- Exhibits a positive and energetic teamwork spirit and strong interpersonal skills
- Well organized and detail oriented
- Ability to manage a work and planning calendar
- Exhibits self motivation and the ability to work independently with minimal supervision
- Advanced computer skills (spreadsheet management, database management, word (processing)
- Exhibits proficient social networking skills (Facebook, Instagram, website, Twitter, etc.)
- Ability to manage multiple tasks effectively and complete assigned deadlines
- Exhibits excellent attention to detail
- Ability to analyze data and make decisions based upon critical thinking
- Ability to lead, supervise, train, and mentor people
- Good written and verbal communication skills
- Commitment to the mission of Habitat for Humanity
- Strong teaching and coaching skills

**Major Duties and Responsibilities:**

- Recruit and evaluate partner families for new home construction programs.
- Lead process to review and select potential applicants for new home construction program.
- Recommend qualified applicants to board for approval for new homeownership.
- Coordinate and implement small group and public speaking orientations to educate potential homeowner candidates about the Habitat for Humanity programs for new home ownership.
- Ensure compliance with applicable laws in the area of homeowner selection and foreclosure/loss mitigation.
- Lead Homeowner Services Committee in effectively and efficiently supporting partner families through their association with Waco Habitat for Humanity.
- Educate, support, and nurture sweat equity partners (in conjunction with Homeowner Services Committee).
- Coordinate the identification, selection, retention and continuing education for members of the Homeowners Services Committee.
- Facilitate integration of partner families into public relations and development efforts.
- Serve as the primary point of contact and support for partner families with difficulties affecting home ownership.
- Track sweat equity partner families progress in meeting sweat equity, escrow, homeowner education and application compliance.
- Engage partner agencies to identify potential Habitat for Humanity applicants.
- Coordinate the New Home Owners College program
- Recruit and retain volunteers for the affiliate.
- Coordinate with other staff ongoing opportunities to engage individual and group volunteers.



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- Schedule volunteers to meet the needs of the organization.
  - Build positive relationships with volunteers and ensure communication is ongoing.
  - Manage Waco Habitat for Humanity social media accounts and website.
  - Other duties as assigned

**Physical demands:**

Office environment, frequent interaction with current and potential clients and volunteers and the public and the organization's stakeholders. The outside field work may expose employees to various weather conditions including but not limited to heat, cold, rain, and snow. This position will have a desk, computer and phone line in an open office environment. Official office hours are M-F 8:30 am to 5:00 pm, however team members' work schedules that fit their role best can be flexible upon approval from the executive director. This role is expected to have occasional to frequent weekend or evening obligations. We encourage team members to balance hours as needed. Candidates must be able to lift 25 pounds, work at a computer for long periods of time and walk or stand for extended periods. Repetitive hand motions, prolonged use of computer and keyboarding, frequent bending, stooping, pushing, pulling, and lifting should be expected. May be required after hour work to complete projects and meet deadlines. Will be required to work after hours to attend public meetings as needed.

**Equipment Used:** Desktop computer and all office related technology

**Training:**

The position will begin with an onboarding period to become familiar with the organization's work and policies. The candidate will be trained on the specifics of the role through a combination of in-person, online, and written training and will be expected to take the initiative to review materials as needed and seek understanding of new developments in order to perform their responsibilities. Additionally, the successful candidate may be asked to attend training and certification programs.

**Work authorization/security clearance required:**

Must be eligible to work in the United States

**Other Duties as Assigned:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice and the team member may be asked to perform other duties as assigned.

**Employment Benefits and Perks**



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- Health Insurance (paid in full for employee)
  - Dental Insurance (paid in full for employee)
  - Vision Insurance (paid in full for employee)
  - PTO (15 days at hire, 20 days at 2 years, 25 days at 5 years, 30 days at 10 years)
  - Paid holidays (13)
  - Workers Comp Insurance

**Affirmative Action/EEO statement**

Waco Habitat for Humanity values diversity and believes in providing equal opportunity in who we hire, train, and promote in all positions without regard to race, color, religion, national origin, sex, age, disability, or any other protected status. We seek to ensure that decisions regarding compensation, promotions, benefits, and/or programs will be in alignment with our value of diversity.

**Application Instructions**

Please send your **resume** and **cover letter** with an email expressing your interest in the position to Elaine Botello, Human Resources Consultant, [consultant@thevictoryes.com](mailto:consultant@thevictoryes.com)

**Employee Signature**

Employee signature below indicates the employee’s understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_