



Position Type Multiple Volunteer Senior Consultant Positions

Reports to Mason Street Neighborhood Steering Committee

Status Volunteer

Summary Habitat for Humanity of East Jefferson County is seeking dynamic and dedicated volunteers to provide pro bono consulting services for our Mason Street Neighborhood program. Your leadership and consulting services will run the gamut from strategic planning, grant writing, recommendation development to implementation and project management. Relevant experience is highly desired in daycare/childcare, commercial/retail, solar, or other site and amenities development. If you have relevant experience and passion for making a difference in our rural community and possess excellent communication and strategic skills, we encourage you to apply. Your commitment to the Habitat mission, vision, and values is essential.

Responsibilities (one or more)

1. Strategic Planning:

- Design and facilitate strategic planning processes associated with the Mason Street Neighborhood program.
- Conduct interviews and research to gather essential information.
- Assist with and/or lead the formation of cross-functional teams empowered to set the vision for defined scopes on the organization's behalf.
- Provide recommendations in collaboration with stakeholders on planning approaches tailored to the organization's needs and availability.
- Guide the creation of plans for operations, staffing, facilities, multi-year budget, and funding.

2. Facility Planning:

- Clarify and document space requirements for the organization.
- Gather information essential for architects or real estate brokers.
- Utilize various resources to engage the community when soliciting input on new facilities or major changes.
- Assist in community engagement activities, bringing a neutral voice to promote an atmosphere of listening and learning.

3. Site Amenities Strategy:

- Develop specific site amenities strategies for defined scope areas including (but not limited to):
 1. EV charging infrastructure within project site.
 2. Opportunity for rental storage facilities to meet Mason Street resident needs.
 3. Integration of solar solutions into the site design for sustainable energy practices.

4. Collaborate on co-op EV infrastructure initiative for community engagement and environmental sustainability.
5. Commercial including daycare/childcare, retail and other

Qualifications Prior experience leading efforts from concept to launch is highly preferred. Ten or more years' experience in planning, business or real estate development, communications, and/or public relations, including project management is required. Prior experience working with non-profit organizations and grant writing/applications is ideal. Ability to commit to at least 8 to 16 hours a week.

Skills

- A well-established record of developing and executing strategic communications
- Strong writing and editing skills, with an eye for detail
- Prefer experience in recommendation writing and project management
- Excellent interpersonal and networking skills
- Experience managing others, including volunteers, employed staff, contractors, and vendors
- Ability to work independently and as part of a team
- Demonstrated commitment to Habitat for Humanity's values of respect and partnership, as well as to diversity, equity, and inclusion
- Proficient in Microsoft Office products
- Excellent ability to speak, write, read, and understand English
- Your interest in being part of the important work of Habitat for Humanity is a plus, as is your experience with volunteering

Salary/Benefits This is an unpaid volunteer position.

To Apply Interested candidates should submit a resume and cover letter to jobs@habitatejc.org.

A volunteer orientation is required. A background check, including criminal records and sex offender registry, will be conducted and a waiver of liability must be signed prior to volunteer engagement. Position open until filled. Additional trainings or certifications may be required.

Mission Seeking to put God's love into action, Habitat for Humanity of East Jefferson County brings people together to build homes, communities and hope.