Job Role: Communications Specialist
Classification: Exempt
Reports to: Executive Director

Organizational Description:
Seeking to put God’s love into action, Habitat for Humanity brings people together to build homes, communities, and hope. Our Vision is a world where everyone has a decent place to live. Habitat for Humanity of Florida (HFHF) is a non-profit affiliate support organization (ASO) located in Clearwater, Florida. Our purpose is to support the work of the Florida affiliates in order to operate with excellence, expand our community impact, and increase families served. Our office coordinates Statewide Advocacy, Communication, Training, Disaster Planning, and Resource Development.

Summary/Objective:
HFHF is seeking a Communications Specialist with an interest in non-profit leadership to assist the Executive Director with advocacy, project, program, and event support, and statewide internal and external communication, including social media. Flexibility and collaboration are essential as this is a small office with a wide scope of responsibility.

Essential Functions:
Advocacy 30%
- Update and edit advocacy toolkit
- Maintain up-to-date database linking affiliates with legislators
- Analyze and frame policy issues
- Collect and analyze data affecting policy options
- Make recommendations on state Advocacy priorities
- Create and implement methods of communication with affiliates and key stakeholders regarding advocacy issues
- Create press releases
- Coordinate schedules and meetings with legislators
- Develop relationships with affiliate leaders and legislators
- Lead Habitat on the Hill days
- Coordinate Habitat Build Day in Tallahassee

Manage Tax Credit Program 25%
- Become the organizational expert on the tax credit program
- Liaise with the Department of Economic Development to ensure compliance with all components of the program.
- Gather, analyze, and report on program data
- Edit and create organizational training materials
Event & Project Support 25%
• Create tactical plans for events or projects
• Communicate with assigned roles to keep project/event moving forward
• Develop periodic summary reports of milestones and/or setbacks
• Track budget/expenses for events/projects
• Communicate with hotels/conference venues
• Order collateral supplies

Social Media 20%
• Create and implement communication plans for relevant social media platforms
• Utilize Habitat branding guidelines to frame messaging
• Track relevance and response to social media output

Education, Experience, and Attributes:
• Bachelor’s degree
• Proficient understanding of the State Legislative Process
• Experience as a legislative aide would be desirable
• Knowledge of affordable housing and/or strong desire to learn and advocate
• Demonstrated ability to effectively handle new situations and determine what actions are required
• Highly developed sense of professional courtesy
• Ability to multitask and work with minimal supervision
• Self-directed
• Excellent verbal, written, and digital communication proficiency
• Organizational skills and attention to detail
• Proficient in Social media platforms
• Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook)
• SharePoint Knowledge would be a bonus
• Tech-savvy with a desire to learn new technology

Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in an office environment. This role routinely uses standard office equipment such as computers, phones, printers, copiers, and filing cabinets. This hybrid home/office position will work out of the Habitat office located at 1150 Cleveland Street, Suite 301, Clearwater, Florida.

Physical Demands:
While performing the duties of this job, the employee is regularly required to use hands, reach with hands/arms, listen, and communicate. The employee must be capable of lifting and/or moving up to 30 pounds on a necessary basis, occasionally required to stand and walk for long extended periods of time, climb or balance and stoop, kneel, crouch, or crawl.
Other Duties:
This job posting is designed to provide an overview of the scope and essential job functions for the employee with this job title. Duties, responsibilities, and activities may change at any time with or without notice.

Compensation and Benefits:
This position offers the unique opportunity to join an innovative organization with the vision to make a difference in affordable housing in Florida.
- A competitive compensation package of $45-$55,000 per annum
- Very generous Paid Time-Off
- 401K Plan
- Office/Home Hybrid position (minimum 3 days in office)
- Cell phone allowance
- Fringe health care benefit
- Discounted vision, health, and life benefits

To apply:
Please send resumes and cover letters to ceo@habitatflorida.org. All resumes will be reviewed upon receipt.

HFHF is an equal opportunity employer and seeks to employ and assign the best-qualified personnel for all positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.