National Director - Service

Are you passionate about leading chapters to achieve their service goals and creating a sustainable culture of service among our national volunteers?

As the National Service Director, you'll be expected to provide leadership and support to chapter officers as they plan their member events as well as manage various events and initiatives designed to drive philanthropic engagement among your fellow National Officers. While there is no “typical day in the life,” the following are the duties and responsibilities you'll be expected to execute:

- **Support chapter-level service efforts**
  - Act as the first point of contact and communicate regularly with Service chairs at the chapter level
  - Facilitate the sharing of best practices in terms of event planning and execution among chapter Service chairs

- **Coordinate national-level service efforts**
  - Work with the Volunteer Director to plan and execute events designed to promote retention among the National Officer team
  - Effectively manage the Habitat for Humanity national service project in conjunction with this event’s chair

- **Contribute to virtual and in-person content creation as directed by Central Office and/or Regional Directors**
- **Build and manage a committee of volunteers**
- **Attend all Program Director meetings as directed by the National Operations Manager(s)**
- **Utilize proper National Officer tools as needed**
- **Provide service content to communication efforts (i.e. social media, The Gear, etc.)**

PPM and Constitution-specified duties:

- Execute the duties of a National Director described in the PPM, section 1.4.2
- Execute the voting duties described in the Constitution, Article IV section 5

This Position Might be for You if:

You take initiative. When you see a problem, you tackle it without waiting for someone else to point it out or direct you.

You are passionate about creating an engaging and rewarding culture of service for our national volunteers.

You enjoy mentoring and coaching, specifically working with chapter officers as they work to create strong cultures of service within their chapters.
Qualifications:

- Attend the in-person meeting (typically held in late-January to mid-February), National Convention, and are encouraged to attend at least 1 Regional Conference per bi-ennium
- Excellent interpersonal and communication skills
- Can devote around 10 hours per month to this position
- Effectively manage a committee and delegate tasks
- Maintain a productive dialogue with the National Operations Manager(s) so they are familiar with your accomplishments and roadblocks