

Creative Media Specialist

Habitat for Humanity of Montgomery County, TX



Job Type: Part Time

Job Title: Creative Media Specialist

Reports to: Marketing & Communications Manager

Location: 1501 S. 7th Street, Conroe, TX 77301

Position Summary: Habitat for Humanity of Montgomery County, TX, is seeking a **Creative Media Specialist** to develop engaging content that supports marketing efforts, with a primary focus on the ReStore. This part-time role will be based at our affiliate office, with regular visits to the ReStore to capture content. The ideal candidate is a creative storyteller who excels in social media management, content creation, and design. They will also assist the Marketing & Communications Manager with additional projects as needed.

Habitat for Humanity's mission is seeking to put God's love into action by bringing people together to build homes, communities, and hope. Our vision is a world where everyone has a decent place to live.

Essential Functions & Responsibilities

- Create engaging social media content (graphics, photos, short-form videos, etc.).
- Visit the ReStore regularly to capture high-quality content showcasing inventory, promotions, and events.
- Design marketing materials such as flyers, social media graphics, and in-store signage.
- Manage the weekly ReStore newsletter (content creation, scheduling, performance tracking, database).
- Support in-store branding efforts, ensuring signage and marketing materials are current.
- Manage SMS marketing campaigns for sales and promotions.
- Assist in promoting special events, donation drives, and community partnerships.
- Monitor and respond to Google Reviews and online customer inquiries.
- Assist with ReStore webpage updates as needed.
- Support the Marketing & Communications Manager with additional tasks as needed.

Requirements

Education, Experience, Skills, and Physical Requirements

- 3+ years of marketing, social media management, or communications experience (retail or nonprofit experience preferred).
- Strong writing, content creation, and copyediting skills.
- Proficiency in social media management tools (Meta Business Suite, Loomly, etc.).
- Graphic design experience (Canva required, Adobe Suite preferred).
- Basic photography and video editing skills.
- Ability to work independently and bring fresh, creative ideas to the table.
- Familiarity with Google My Business and online reputation management is a plus.

Salary and Benefits: Salary depending on experience;

About Habitat for Humanity Montgomery County, TX

Our goal is simple – to empower communities and provide strength, stability, and self-reliance through affordable housing. Since 1989, we have relied on the loving hands of volunteers to build strong homes and strong communities.

We believe that everyone deserves a decent place to call home. By partnering with caring people around the world, building homes with volunteers, and offering affordable mortgage payments, we empower homeowners to gain the independence they need for a better life for themselves and their families.

Habitat MCTX is an affiliate of Habitat for Humanity International. We are 100% self-funded, depending entirely on the unwavering support of the local community.

Resumes and Cover Letters may be submitted to tschievelbein@habitatmctx.org