

Community Engagement Coordinator

Community Engagement has a key purpose at Great Rivers United Way. Community Engagement is the element that moves GRUW from a one-dimensional, transactional organization into a premiere collaborative-focused community nonprofit. The coordinator position is an important function at GRUW. The coordinator role is responsible for the following:

Community meetings –

Calling the meeting, setting the agenda with committee chair, taking notes and distributing those notes to all committee members, any food orders, reminding committee members of action items assigned and upcoming meetings.

Coordination outside of meetings –

Action items not assigned or delegated to other committee members are the responsibility of the community engagement coordinator. The goal is to get the items delegated, but there are times when the coordinator will be working on items to ensure things are accomplished.

Public speaking –

In a variety of circumstances, there will be public speaking opportunities. The groups will vary in size and the topics will range from fundraising presentations to volunteer training to speaking publicly one on one during fairs where Great Rivers United Way has a booth. Relating to people in many different settings is important.

High level of organization –

Coordinating volunteers, schedules and numerous projects via spreadsheets will be essential in keeping organized in this position. Good working knowledge of Excel and Word will be required.

Programs of Great Rivers United Way where your coordination skills will be used are:

sparks! – early childhood collaboration

Read to Success – a volunteer tutor program within the Tomah, Sparta, and La Crosse school districts

Poverty Simulation – promote and facilitate a poverty simulation experience for groups of people

Fund Development – part of a team-oriented effort that includes impact tours and speaking

Ugetconnected – administration of a volunteer matching software platform shared with three local college campuses

Qualifications

Education:

- Required: Minimum of Associate's degree in a related field
Preferred: Bachelor's degree in Community Health Education, Administration, Business or related field, plus 1-2 years relevant experience

Experience:

- Demonstrated experience in strategic thinking
- Project management skills and ability to work with various populations/groups, in urban and rural setting
- Demonstrated ability to communicate orally and in written format
- Knowledge of resources within the six-county area
- Demonstrated ability to develop successful relationships with key stakeholders in a community project
- Public speaking experience helpful
- Must be proficient in use of Microsoft Suite; Excel, Word, and PowerPoint

Availability:

Must be available during traditional work hours, some evenings and weekends. This is a 40-hour position. Must have reliable transportation to be able to travel to various locations throughout the six-county area. Valid driver's license required.

Some lifting - up to 25 pounds. Must be able to work in varied work environment from office setting to community location. Ability to climb stairs, sit/stand for extended periods of time; see, and hear near- and mid-range. Ability to operate general office equipment.

Application Deadline: April 25, 2018

Send letter of interest and resume to:

**Mail: GRUW - Human Resources
1855 East Main Street
Onalaska, WI 54650**

Email: lfredrickson@gruw.org

Great Rivers United Way is an Equal Opportunity Employer.