

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 is responsible for the following:

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. A good working knowledge of Excel and Word is required.

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

- Early childhood collaborations – Bright by Text and others
- Read to Success – a volunteer tutoring program within numerous area school districts
- Poverty Simulation – promote and facilitate poverty simulation, partnering with other community organizations
- Ugetconnected and volunteer recruitment/management – administration of a volunteer matching software platform shared with three local college campuses
- Dolly Parton Imagination Library – coordination of free books mailed to children 0-5

GRUW takes a team approach, so there will be times when this position may be part of fundraising efforts or working within the Community Impact department.

Qualifications:

Education:

- Required: Minimum of associate degree. Prefer BS in communication-related degree or related field, plus 1-2 years relevant experience.

Experience:

- Demonstrated experience in strategic thinking for program development and growth.
- Project management skills and ability to work with various populations/groups in urban and rural settings.
- Demonstrated ability to communicate orally and in written format.



Great Rivers United Way

- 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. However, there will be some weekend and evening opportunities within the scope of the position. The number of hours can vary and may include a remote option after onboarding is complete. This is an hourly 25-40 hour a week position – what are you looking for? We are flexible. Must have reliable transportation to be able to travel to various locations throughout our seven-county service region. Valid driver's license required.

Some lifting – up to 50 pounds. Must be able to work in varied work environments 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.

Pay:

The pay starts at \$21/hour minimum, but depending on experience, can be negotiated.

Please send resume and cover letter to mkwolf@gruw.org by October 4, 2023.

Great Rivers United Way is an equal opportunity employer. We are committed to a work environment that supports, inspires, and respects all individuals.