



**Position: Community Engagement Coordinator**

**Job Description:**

Reports to: Executive Director

Supervises: Various Volunteer Committees & Unpaid Interns

Position Classification: Full-Time, Salaried, Exempt

Hours: Monday – Friday with occasional evenings and weekends

Anticipated Salary Range: \$35,000 - \$45,000 (based on experience)

**Position Summary:** Reporting to the Executive Director, the Community Engagement Coordinator develops and implements the United Way of Gloucester County (UWGC) Community Engagement agenda, including but not limited to participating in and supporting the grant-making process, coordinating various volunteer committees, and participating in community activities representing the UWGC to advance the organization’s mission. Social media, marketing, and communication components are outsourced to a third party, but this position provides support, and backup for these responsibilities, as needed.

35% - Grant Making Process / Community Impact:

- Coordinate and support the organization’s volunteer lead grant-making program including:
  - Updates and maintains agency contact lists, volunteer member lists, program request forms, allocation procedure forms, email lists, and Customer Management Software.
  - Leads the annual Review Group member orientation/ training.
  - Schedule allocation process timetable and agency visit/presentation meetings.
  - Coordinate the request for proposal process.
  - Coordinate, schedule and prepare appropriate reports, meeting minutes and agendas.
  - Prepare funding recommendation reports for approval.
  - Collect, review, and report funded programs (Outcome measurements; Impact reports; etc.).
- Maintain grant distribution records in an accurate and timely fashion.
- Prepare funding and impact reports for internal and external communications.
- Act as the organization’s liaison with local nonprofit organizations.
- Coordinate special UW initiatives – examples include: Transportation Program, Mental Health Initiative, Financial Stability/ Tax Aide Program, discount prescription cards, etc.
- Support strategic planning activities.
- Prepare grant requests on behalf of the organization and complete reports accurately and in accordance with the application.
- With the Executive Director and Community Impact Cabinet, research and identify appropriate community investment opportunities with both current and prospective partner agencies.

35% - Volunteer Management & Community Outreach / Engagement:

- Lead/ support volunteer committees, including the Community Impact Cabinet, Women United Council, Event Committee, and others as assigned or needed.
- Represent the UWGC at various functions and events (in person and virtually).
- Coordinate meeting dates and schedules.
- Prepare agendas and meeting minutes.
- Recruit and maintain volunteer involvement.
- Recruit, engage, and supervise volunteers and interns.
- Coordinate agency’s annual campaign kickoff event(s).

- Coordinate annual drives such as a Food Drive, Toys for Tots, and School Supply Drive.
- Coordinate AARP Tax Assistance and Earned Income Tax Credit (EITC) and programs, including scheduling.
- Responds to inquiries in an accurate and timely fashion.

20% - Support for External Communications / Marketing:

- Provide backup support for managing, preparing, scheduling, and posting on the organization's social media accounts.
- Assist in preparing and managing the distribution of media releases, direct mail, and other communications
- Connect with UWGC partners to share and promote communication and marketing materials
- Help design notices, flyers, and other marketing materials.
- Assist in maintaining and updating email, mailing, and distribution lists.
- Support the production and distribution of e-newsletters.
- Prepare reports, grant requests & renewals, maintain files, minutes, and documents.
- Help coordinate annual publication production including annual reports; campaign materials; etc.
- Update allocation funding and panel members for UWGC brochures, website, social media, etc.

10% - Misc. & Other assigned duties:

- Assist in overall activities of United Way by working in a team environment.
- Assist in annual campaign and fundraising appeals.
- Coordinate agency and volunteer speakers for campaigns and special events.
- Field inquiries; assist and connect those looking for programs and services.
- Participate in United Way Worldwide (UWW) and United Ways of New Jersey (UWNJ) meetings, webinars, conference calls, and ListServs.
- Perform other duties as assigned.

Qualification/Requirements/Experience

- Bachelor's degree or Minimum of two years of equivalent experience (preferred).
- Solid practical knowledge of human services issues and programs, and not-for-profit organizations.
- Community building and organizing skills.
- Project management experience.
- Ability to develop and maintain needed information systems.
- Excellent communication skills.
- Public speaking experience.
- Experience using social media platforms (preferred).
- Knowledge of Google Applications and Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to work well with diverse constituency including volunteer committees and community partners.
- Valid driver's license and vehicle.

Physical Requirements - The employee is regularly required to communicate clearly, in oral and written formats, with others in-person, over the phone, and via other devices. The employee must be able to transcribe, read extensively, prepare and analyze data and figures, and constantly operate a computer and other standard office machinery. The employee may be required to travel to offsite locations for meetings, presentations and to attend events.