

COMMUNITY ENGAGEMENT COORDINATOR



Mission Statement:

Unite the caring power of our community to improve lives in Ashland County.

How does this position help fulfill our mission and commitment to Ashland County?

As the Community Engagement Coordinator you will work to engage businesses, individuals, clubs, students and volunteers in ways that help to bring large scale impact to our local community. The qualified candidate will love working with people and organizations and understands how relationships and connections are built, maintained and help make our community thrive. This role will also have a deep respect and understanding of the clients that are served by our Partner Agency Organizations and understands that all of the work that we do is deeply connected to serving our community at all levels.

The Community Engagement Coordinator will organize and promote events, manage social media and other communication channels, and help develop and execute strategies to increase community involvement and participation. The qualified candidate works to ensure that the organization is meeting the needs of Ashland County, while also developing strong relationships that help the organization grow and thrive. The Community Engagement Coordinator is a vital link between our organization and the residents and businesses of Ashland County. This role is a vital member of our team and sits on various UWAC Special Event Planning committees and participates on our Campaign Leadership Team committee as needed/assigned.

Essential Job Functions

- Commitment to United Way of Ashland County's mission
- Special fundraising and community event planning and execution
- Website Management
- Manage all social media channels
- Support to Campaign planning with a special focus on design and campaign material preparation
- Provides support to Executive Director as assigned

- Ability to develop and maintain strong working relationships, handle sensitive and confidential data and information
- Maintaining precise and up-to-date records is crucial while working on projects

Education, Experience and Skills

- Deep commitment to United Way of Ashland County's mission
- Bachelors in Marketing or related field preferred but not required
- 2-5 years experience or related experience
- Digital marketing knowledge
- Proficiency in Microsoft Office Suite and Google applications, Canva
- Familiarity with CRM database like Raiser's Edge, OneCause or like databases
- Strong writing skills
- High attention to detail and ability to work on multiple projects
- Willingness to learn new skills

Compensation and Benefits

- The hourly rate for this position is \$19-20 per hour
- 75 hours of PTO
- 3% retirement match

Working Conditions

Working Conditions	Details
Hours of work	This is a part time position. 25 hours per week with the need to increase hours during peak event times.
Overtime expectations	Overtime hours as approved by the Executive Director. OT is rare.
Work environment	Comfortable office environment. This role will be in the office, and community. Hours are set, but there is flexibility and work from home as approved by Executive Director as needed.
Travel requirements	Travel is local to local meetings is required along with a valid driver's licence. Mileage reimbursement for approved travel.
On-call responsibilities	No-on call responsibilities.
Special conditions or requirements	Some evenings and weekend work. These are scheduled in advance. Heavy lifting required for set up and tear down of events. Ability to lift twenty five pounds, stand for periods of time and move items from office to event location.

+ Additional Information

- We are looking to hire this position as soon as possible
- Training will be provided onsite
- All new hires are subject to a 90 day probationary period
- Must pass background test
- We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status

+ How to Apply

- Please email resume to Stacy@uwashlandoh.org with subject line: Community Engagement Coordinator
- **No phone calls or walk ins**