



Community Engagement Coordinator

United Way of Midland (UWM) is searching for a Community Engagement Coordinator. This position is full-time, and I work with the Community Engagement team. This person will report to the Director of Community Engagement.

PURPOSE OF POSITION:

The role will coordinate capacity building and innovation efforts for nonprofits working on measures that align with UWM's Impact agenda and our associated outcomes framework. This role will work with community partners and internal teams to identify, cultivate, and/or develop high-functioning nonprofit partners, delivering innovative and collaborative solutions into which the UWM can invest.

KEY RESPONSIBILITY AREA: NONPROFIT SUPPORT PROGRAMS, TRAINING, AND INITIATIVES

This role coordinates capacity-building offerings that support local nonprofits who align with our Impact Agenda, ensuring UWM is partnering with high-functioning organizations. This person will also work to ensure UWM intentionally builds capacity in historically marginalized nonprofits and communities, actively executing our Commitment to Diversity & Inclusion.

SPECIFIC DUTIES:

- The role will assist and coordinate training sessions, including Project Blueprint, 2-Gen Focus and Parent groups, PBConnect.org training, and Executive Director's Training series.
- Plans and oversee the efforts to coordinate logistics associated with community and agency-based training sessions, including registrations, scheduling and reserving rooms, ordering food, and communications.
- Build and maintain productive relationships with nonprofit partners.
- Recruit, orient, and communicate with facilitators and consultants on training development needs, curriculum development, and delivery of training programs.
- In partnership with the community engagement team, the role will conduct surveys, training evaluations, and feedback reports for training and focus group sessions.
- Prepare and coordinate round tables and workshops with partners and parent focus groups about 2-Gen Needs Assessment.
- Contribute to the planning and development of the advocacy agenda, by working with and attending virtual or in-person sessions with UWM, United Way Texas (UWTX) and United Way Worldwide (UWW).
- Promote and attend sessions with UWTX initiatives such as ALICE, Start Smart, 2-1-1, and the non-partisan Public Policy Agenda.
- Coordinate state-wide nonprofit support efforts with UWTX and UWW.
- Coordinate and participate in our Commitment to Diversity & Inclusion activities such as the UWM Community Leadership committee programs, initiatives, training, and planning sessions.
- Attend United Way Texas, United Way Worldwide, and other training to increase knowledge and work development.

ADMINISTRATIVE & OPERATIONAL RELATED RESPONSIBILITIES FOR COMMUNITY ENGAGEMENT COMMITTEE MEETINGS:

- Support the team in preparing for meetings; duties include:
 - Arrange logistics of meetings, including scheduling participation of members.
 - Assist with details and coordination of meeting guests.
 - Provide support with preparing content.
 - Print, compile and distribute materials.
 - Prepare the room before and after meetings.
 - Take notes at meetings and prepare drafts of minutes.
 - Order and arrange for the delivery of food or other needed items.
- Coordinate completion of follow-up tasks from the meetings.
- Other duties as assigned.

COMMUNICATIONS & OUTREACH:

- In partnership with the UWM Community Navigator Specialist and UWM Director of Marketing & Special Events, help develop communication plans to advance UWM's support of nonprofits.
- Maintain content for the monthly newsletter to hand off to the Marketing team.
- Develop and write email communications to nonprofit partners.
- Collaborate with the UWM Marketing team around relevant social media postings.
- Respond to partner inquiries in a timely manner.
- Conduct and manage partner surveys and feedback.
- Inform and educate Partners on UWTX advocacy and public policy information.

CORE COMPETENCIES FOR THIS ROLE ON THE ENGAGEMENT TEAM:

- Ability to work with a team (UWM staff, UWM Engagement, and Community) as assigned.
- Mission-Focus
- Communication
- Collaboration
- Data-driven Decision Making
- Project Management
- Organizational Skills
- Flexibility and Adaptability
- Initiative
- Problem-solving Skills
- Leadership Skills
- Technology Savvy
- Human-centered Perspective
- Ability to ask for help where needed.
- Attention to detail.

JOB REQUIREMENTS:

- Minimum of two (2) years of innovation, nonprofit, or community-based coordination or leadership experience.
- Bachelor's degree preferred.
- Interest in community-based and equity-based grantmaking.
- Interest in strategic and analytical skills and creative problem-solving ability, with the ability to analyze data when making decisions.
- Excellent organizational skills and judgment; ability to prioritize work, manage time and multiple priorities, and meet deadlines—attention to detail and accuracy; the ability to set realistic goals and objectives.

- Demonstrated ability to handle sensitive information effectively and confidentially; politically savvy .
- Strong written communication skills, along with effective oral communication .
- Excellent computer skills, including working knowledge of Microsoft Office Suite and comfort with technology and database management.
- Interest in the philanthropic or social sector and UWM's work.

POSITION TYPE/EXPECTED HOURS OF WORK:

This is a full-time position. UWM office hours are Monday through Friday, 8:30 a.m. to 4:30 p.m. Occasional early morning, evening, and weekend work may be required as job duties demand.

TRAVEL:

Travel is primarily local during the business day, although some out-of-the-area and overnight travel may be expected.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.

TO APPLY:

Submit a resume and cover letter (required) to mevans@uwmidland.org or mail to 1209 W. Wall St. Midland, TX 79701, by May 1, 2023 (Attn: M Evans).

ABOUT UNITED WAY OF MIDLAND:

The mission of the United Way of Midland is to improve the quality of life in Midland by uniting community resources with identified needs.

United Way of Midland works with community partners in supporting programs and services that target identified needs by focusing on the building blocks for a better life: a quality education that leads to stable employment, financial independence, sufficient housing to support a family and sound emotional and physical health. United Way of Midland connects the dots between our community's issues and real solutions made possible with the gifts of time, talent, and financial resources. Together, we help change the story. For more information, visit <https://www.uwmidland.org>.