

# Community Engagement Coordinator

Creating and strengthening connections between various stakeholder groups and Greater Gallatin United Way's impact work in the greater Gallatin area through volunteerism, advocacy, and philanthropy.

**Posted:** December 1, 2021

**Close Date:** Position open until filled – Applicants should submit their application as early as possible as we will be reviewing and setting interviews as applications come in.

**Diversity, Equity & Inclusion:** Diversity and inclusion are at the heart of what it means to **LIVE UNITED**. Persons of Color, LGBTQI, and/or Veterans are encouraged to apply. Please read our commitment statement for diversity and inclusion at GGUW and best practices [here](#).

**Position Type:** Part-time or Full-time, hourly position at 20-40 hours/week.

**Expected Hours of Work:** Monday through Friday, 8:30 a.m. to 5:00 p.m. This position may, on occasion, require long hours and weekend/evening work.

**Hiring Range:** \$20+/hr. Depending on Experience

**Benefits (32+ hours/week) Include** Health, dental, vision insurance, retirement, paid annual /sick leave, holidays, and working with a great team at GGUW.

**Job Description & Application:** <https://www.greatergallatinunitedway.org/employment-opportunities>

**Job Location:** Bozeman, MT

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## General Summary

The Community Engagement Coordinator supports the mission of Greater Gallatin United Way (GGUW) by creating and strengthening connections between various stakeholder groups and GGUW's impact work in the greater Gallatin area through volunteerism, advocacy, and philanthropy.

The position can be full or part-time, based upon further discussion, and is open and available immediately. Under the supervision of the Director of Donor Engagement, the Community Engagement Coordinator position supports high-quality, year-round communications with key stakeholders to attract and sustain resources (volunteer, financial and advocacy) to support Greater Gallatin United Way's strategic direction and community impact initiatives. The Community Engagement Coordinator also oversees the Community Impact Fund and Disaster Fund distribution processes under the supervision of the President/CEO.

The Community Engagement Coordinator strives to be informed on all community issues directly relating to the business of this organization by developing working relationships with our partners and other non-profit organizations to build engaging volunteer opportunities for companies and individuals.

# Essential Duties & Responsibilities

## 1. Community Impact & Disaster Funding Process

- Oversight of Community Impact grant process, including development of application, grant agreements, award letters, grant reports, evaluation of grants and communication with partner agencies regarding the process, answering questions, asking for additional information or clarification, etc.
- Oversight of Disaster grant process, including development of application, grant agreements, award letters, grant reports, evaluation of grants and communication with applicants regarding the process, answering questions, asking for additional information or clarification, etc.
- Support of Donation Steering Group for release of Disaster Funds – including setting up Foundant training, answering questions and providing additional information regarding grants, scheduling meetings, etc.
- Work with President/CEO on distribution of FEMA's Emergency Food and Shelter program funding, including advertising availability of funds, monitoring grant cycles, answering questions, etc.
- Help develop a workplan and oversee an Americorps VISTA assigned to GGUW to help secure and stabilize food access for BIPOC in our community.

## 2. Communications

- Provide content for GGUW's public website, social media, marketing materials, mailings and other documents.
- Enhances GGUW's storytelling capacity by identifying and capturing stories with attention to content/style editing, visual appeal, and design for online and offline channels.
- Supports the design, development, and production of marketing and communications materials.
- Visits GGUW programs and events and partner programs and events to take photos or video and gathers quotes for marketing use.
- Collaborates cross-functionally to create content for multiple channels, including the GGUW website, social media, emails, newsletters, and print materials.
- Demonstrates the personal impact of United Way's mission in a compelling way while incorporating data surrounding measurable outcomes.
- Helps ensure all content is on-brand and consistent in terms of style, quality, and tone of voice and optimized for the user experience.
- Uses best practice strategies to increase content views and shares. Collects data and feedback regarding engagement, perception, and influence of the United Way brand.
- Helps manage GGUW historical content and helps to organize it for future use.
- Participation in GGUW Team Meetings, Communications Team Meetings and other meetings as required.
- Monitors social media for relevant partner content for the purpose of further engagement.
- Other duties as assigned.

### 3. Volunteer Engagement

- Manage and implement corporate volunteer experiences that deepen employee knowledge about community issues and their relationship with GGUW.
- Build and deepen relationships with corporate volunteer contacts, maintain information on sources of corporate volunteers aligned with GGUW priorities. Connect volunteers to community impact work to increase financial support of United Way through workforce campaigns, individual contributors and new business opportunities.
- Support volunteerism with corporate engagement accounts, assisting companies in reaching their social responsibility goals and involving company employees in GGUW volunteer initiatives.
- Maintain positive, collaborative relationships with GGUW employees and community partners with the goal of developing meaningful volunteer projects.
- Provide mechanism for volunteerism through management of the VolunteerMT.org website.
- Manage planning and execution of all aspects of volunteer projects and events with GGUW staff team and board support.
- Ensure volunteer experiences are positive, on-brand and commitments are reasonably met.
- Maintain current knowledge of and relationships with community resources that support our work – including other non-profits, government entities, school districts and other organizations.
- Represent GGUW on Spontaneous Volunteer Committee of Community Organizations Assisting in Disaster (COAD).
- Support organizational work in Salesforce ensuring individual volunteer data is available according to standards.

### 4. Event Planning Support

- Lead event planning for volunteerism events and lead and/or provide support for other GGUW events and special projects as needed.
- Liaise with vendors, exhibitors, and stakeholders during the event planning process to ensure everything is in order.
- Manage all event set-up, tear down and follow-up processes.
- Maintain event budgets.
- Book venues, photographers, and schedule speakers.
- Conduct final inspections on the day of the event to ensure everything adheres to GGUW standards.

- Assess an event's overall success through debrief and use findings to improved future events.

## Qualifications - Required Knowledge, Skills, and Experience

- Exceptional oral and written communication and interpersonal skills are required
- Strong organizational skills with proven ability to prioritize and handle multiple projects simultaneously
- Strong self-motivation, ability to exercise discretion, and to work independently with limited supervision
- Ability to take the initiative with a positive outlook and work well with others in a dynamic office environment that requires flexibility
- The ability to effectively communicate the United Way message and mission through a variety of communications channels including public speaking before groups of varying sizes is mandatory
- Demonstrate experience working with a variety of people, organizations, and in diverse settings
- Professional and compassionate customer service skills
- Experience planning events that vary in size, type and audience.
- Ability to manage a changing schedule effectively
- Ability to maintain the confidentiality of sensitive information
- Proficiency & extensive experience with Microsoft applications (Word, Excel, Publisher, Outlook)
- Experience with Foundant or other grant-making software preferred.
- Experience with all forms of social media, posting, monitoring, and analysis.
- Experience designing in Canva. InDesign capabilities are considered a plus.
- Bachelor's degree and/or a minimum of 2 years relevant work experience.

## Other Requirements

### Supervisory Responsibility

- Supervise Americorps VISTA assigned to GGUW to increase food security among BIPOC.

### Work Environment Skills

- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, fax machines, and voicemail systems.

### Connection and Empathy Skills

- Willingness to learn and implement diversity, equity and inclusion best practices in the workplace
- Willingness to learn and engage in best practices for trauma sensitivity in the workplace
- Openness to cultivate personal and collective resiliency and self-care

### Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is regularly

required to talk, hear, see, stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; balance; stoop, kneel, crouch or crawl.

- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- The employee must occasionally lift or move up to 30 pounds.

## Travel

- It will be necessary for the employee to utilize their personal transportation in the course of carrying out their duties. Employee must maintain valid State of Montana driver's license.
- Travel is primarily within Gallatin County during the business day, although some out-of-area/out-of-state and overnight travel may be expected. Travel costs are reimbursed by GGUW.

## Other Duties

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

# Information about Our Organization

Greater Gallatin United Way's (GGUW) mission is to improve lives by mobilizing the caring power of our communities. We accomplish this mission by identifying priority needs, forming innovative partnerships, finding new solutions to old problems, securing resources, and inspiring individuals to join the fight against our communities' most daunting challenges.

GGUW envisions local communities where all individuals and families achieve their full potential through education, income stability, and healthy living.

## GGUW's 2018-2023 Strategic Community Impact Goals

1. **Behavioral Health and Well-Being:** Our community is healthier and more resilient due to a shift in the collective mindset and understanding of behavioral health / mental well-being and how to improve whole person health.
2. **Ensuring Basic Needs Are Met:** All community members experience improved quality of life because more people's basic needs are met.
3. **Child and Youth Success:** Children and youth consistently get a strong start and have a solid foundation for success in school, work, and life.
4. **Senior Stability:** Our community recognizes and is addressing current senior needs and is prepared for future demands.

GGUW strategic initiatives include kidsLINK Afterschool Program, Early Childhood Community Council, The Resilience Project, GGUW Community Investment initiative, and Volunteer Engagement.

## Diversity and Inclusion Commitment

Greater Gallatin United Way strives to be a model of diversity and inclusion, with our board of directors, staff and volunteers reflecting the diverse identities of our community and the many faces, cultures and walks of life that proudly make up our world.

We respect, value and celebrate all aspects of identity including gender, age, ability, race, ethnicity, sexual orientation, gender identity, socioeconomic status, religion or spirituality, political ideology, and other identities not listed here.

We know that disparities exist among traditionally underserved populations and that bringing diverse individuals together allows us to collectively and more effectively address the issues that face our communities. It is our aim, therefore, that our partners, strategies & investments reflect these core values.

Diversity and inclusion are at the heart of what it means to **LIVE UNITED**.

Please read our full commitment statement for diversity and inclusion at GGUW and best practices [here](#).

# Application Checklist

The position is open until filled. Candidate applications may be processed as received and a hire may be made before the application closing date.

Please submit the following application materials as soon as possible. We look forward to hearing from you!

- **Application with References** – Complete the 4-page application form with contact information, 4 professional references, and authorization form. Located on [our website](#).
- **Letter of interest** – Submit an extensive cover letter (2 pages) detailing experience with each of the following sections of the announced position description for Community Impact Coordinator:
  - a. "Essential Duties & Responsibilities" 4 key areas of the position: volunteer engagement, event planning, communications, and donor engagement
  - b. "Qualifications - Required Knowledge, Skills, and Experience"
  - c. Your interest in this specific position and in our organization's mission & work
- **Resume** – Submit a resume, which includes the following.
  - a. Current and previous employment. For each employer, provide the following information:
    - Name of employer
    - Employer address and phone
    - Type of business/organization
    - Dates employed
    - Job title
    - Salary amount
    - Supervisor name
    - Reason for leaving
    - Description of responsibilities
  - b. Names of educational institutions you attended, course of study, and certificate/degree(s).

**Applicants may be subject to background checks.**

**Due Date: January 14, 2022**

All documents (Application, Cover Letter, and Resume) should be emailed to [admin@greatergallatinunitedway.org](mailto:admin@greatergallatinunitedway.org) no later than **midnight on Friday, January 14, 2022** with a subject line of: "Community Engagement Coordinator Search, [first initial and last name]"

For questions, please contact Sylvia Drain or Danica Jamison at [admin@greatergallatinunitedway.org](mailto:admin@greatergallatinunitedway.org)