

## **JOB DESCRIPTION**

**Position Title: Community Engagement Coordinator**

**Status:** Part-Time, Non-Exempt

**Schedule:** 8–10 hours per week (flexible; occasional/planned evenings or weekends for events)

**Compensation:** \$22.00–\$24.00 per hour DOE

**Reports to:** Community Impact Manager

**Position Summary:** The Community Engagement Coordinator supports United Way of the Yampa Valley’s mission to improve lives by mobilizing the caring power of our community. This part-time position provides coordination, administrative, and engagement support for Community Impact and volunteer-driven initiatives in Routt County. The role assists with program execution, volunteer engagement, communications, and data management, working collaboratively with staff, volunteers, and community partners to advance United Way’s priority impact areas. The position operates under the direction of the Community Impact Manager and does not include independent program ownership.

**Essential Functions:** This description of essential functions is intended to provide general guidance. Duties and responsibilities may be adjusted to meet evolving organizational needs.

## **COMMUNITY IMPACT & ENGAGEMENT SUPPORT**

The Community Engagement Coordinator supports United Way of the Yampa Valley’s Community Impact initiatives, including Day of Caring, Thanksgiving Community Dinner, Holiday Food Card Program, Volunteer Engagement, Trades Scholarship Program, Women United, and Imagination Library.

## **OTHER SUPPORT**

- Assist with documentation and coordination of community partnerships and collaborations.
- Participate in internal meetings, events, or councils as assigned.
- Provide general administrative and program support to the Community Impact Manager

## **QUALIFICATIONS**

- Associate’s degree, Bachelor’s degree, or equivalent relevant experience.
- Strong attention to detail and accuracy.
- Effective verbal and written communication skills.
- Demonstrated commitment to customer service, collaboration, and community engagement, and teamwork.
- Alignment with United Way’s mission, values, and commitment to advancing equity.
- Experience in nonprofit administration, volunteer coordination, or community engagement preferred.
- Strong organizational skills and ability to manage multiple tasks within limited weekly hours.
- Proficiency with digital platforms and applications

- Experience with databases and data entry; familiarity with GivePulse a plus but not required.
- Experience with Canva, or Adobe Suite is a plus but not required.

### **PHYSICAL REQUIREMENTS**

- Ability to sit or stand for extended periods while working at a computer.
- Ability to lift and carry up to 25 pounds occasionally (event supplies and materials).
- Ability to attend and support community events requiring standing, walking, and light physical activity.

### **WORK ENVIRONMENT**

Work is performed in a combination of office and community/event settings.

This part-time role (8–10 hours per week) may require occasional evenings or weekends to support events and volunteer activities.

Frequent interaction with staff, volunteers, donors, community partners, and the public.

### **EQUAL EMPLOYMENT OPPORTUNITY**

United Way of the Yampa Valley is an Equal Opportunity Employer and is committed to building a diverse and inclusive workplace. Employment decisions are made without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, disability, genetic information, veteran status, or any other protected status under applicable law.

### **ADA ACCOMMODATION STATEMENT**

United Way of the Yampa Valley provides reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act (ADA). Applicants or employees needing accommodation should contact the organization to begin the interactive process.

### **AT-WILL EMPLOYMENT DISCLAIMER**

Employment with United Way of the Yampa Valley is at-will. This job description does not constitute a contract of employment, and either the employee or the organization may terminate employment at any time, with or without cause or notice, consistent with applicable law.