Community Engagement and Volunteer Center Coordinator – Job Posting
Heart of Missouri United Way seeks successful, highly motivated, detail oriented professional for immediate FT opening. Requires high level of integrity, passion for volunteerism, philanthropy and helping people in need; excellent verbal and written communication skills, knowledge of local non-profit human services and volunteer coordination or event planning experience. Salary range is $23-28,000 with an excellent benefits package. Visit www.uwheartmo.org for full position description and application instructions. Application deadline is Friday, November 11th at 5 pm. No calls please. EOE

Position: Community Engagement and Volunteer Center Coordinator
Accountability: Community Impact Director

Position Description
For more than 60 years, Heart of Missouri United Way has mobilized the caring power of community resources to serve people in need in mid-Missouri. Now, Heart of Missouri United Way is embarking on a transformational change through a new service model called Community Impact. Through Community Impact, we will move beyond simply meeting the immediate needs of those we serve to mobilizing comprehensive and collaborative community resources and promoting broad-based community engagement towards those underlying community conditions creating those needs.

The Community Engagement and Volunteer Center Coordinator is a full-time position and will report to and be supervised and evaluated by the Community Impact Director. The Community Engagement and Volunteer Center Coordinator is primarily responsible for supporting relationship maintenance and volunteer program responsibilities within Heart of Missouri United Way’s Community Impact, corporate engagement, and community volunteer initiatives. Heart of Missouri United Way manages a regional online volunteer platform and corporate engagement initiative in support of Community Impact efforts.

Responsibilities
Primary Volunteer Center responsibilities include:
- Assisting in soliciting and retaining corporate engagement clients through effective relationship management under the guidance and supervision of the Community Impact Director and in partnership with the Resource Development Team
- Assisting in planning and implementing corporate engagement customized projects, including:
  - Project Management for individuals and groups:
    - Outreaching to nonprofit agency partners to develop mutually beneficial business – community partnerships
    - Coordinating the appropriate project logistics including pre-project development, food services, transportation, project supplies, etc.
  - Providing onsite leadership support at corporate engagement projects
  - Volunteer recruitment and registration
  - Project evaluation and impact reporting
  - Volunteer recognition
Assisting in planning and implementing community engagement volunteer initiatives, including:

- Volunteer programming for individuals and groups from the region’s general public via the online service project calendar platform:
  - Project development with nonprofit agency partners (approx. 20-30 projects per month)
  - Project logistics: pre-project planning / onsite project management where necessary
  - Fielding communications from clients, volunteers and community partners
  - Volunteer project posting and tracking
  - Volunteer database management
  - Volunteer recruitment
  - Project evaluation and impact reporting

- Manage the annual Days of Caring/Live United Action Week volunteer projects, including:
  - Outreaching to regional service partners to develop Days of Caring projects
  - Matching regional employers with appropriate Days of Caring projects and providing the necessary project detail to employee volunteer teams
  - Facilitating the distribution of t-shirts and project resources
  - Measuring and reporting the impact for Days of Caring/Live United Action Week projects
  - Recognizing Days of Caring/Live United Action Week employers, employee participants, and agency partners

Qualifications
The successful candidate will have knowledge of program/project management, customer-service, and volunteer management as well as a commitment to the mission of Heart of Missouri United Way. Candidates must also possess proven track record of event planning / management, volunteering, and an ability to communicate effectively to and engage diverse audiences. Additionally, candidates should possess the following:

- 1-3 years experience in volunteer programming with developed skills in:
  - Planning and organizational skills with short and long term plans
  - Management and leadership skills in developing, directing, and evaluating programs in line with strategic goals and objectives;
  - Building and motivating effective teams of diverse people
  - Excellent written, verbal and presentation skills
  - Outstanding analytical, interpersonal and communication skills as well as creativity, diplomacy, and skills in consensus building and collaboration
  - Ability to work with a diverse pool of volunteers, service partners and cultural and professional styles
  - Skilled use of MS Office Software Suite
  - Energetic, optimistic, and customer-centered personality
  - Strong work ethic with the ability to multi-task

Application Instructions:
Application deadline: Friday, November 11th

To apply, send cover letter, resume and professional references by e-mail to volunteer@uwheartmo.org or by postal service to Community Impact Director, Heart of Missouri United Way, 1700 East Pointe Drive, Suite 201, Columbia, MO 65201. No phone calls please.