

WALDO COMMUNITY ACTION PARTNERS

(Job Description)

POSITION: Community Projects Coordinator

GENERAL SCOPE OF DUTIES: The Community Projects Coordinator is responsible for furthering the agency's mission by increasing visibility in the community. The Community Projects Coordinator actively works to reduce stigma by creating materials and tools to convey program information to the public that are on-brand and on-message. Responsible for strengthening volunteer and donor tracking and relationships. Acts as support for community projects and events put on by the Community Projects department annually and actively participates in community needs assessments and Results Oriented Management Accountability (ROMA). Aligns all actions to support WCAP mission by ensuring all policies and procedures demonstrate integrity and ethical behavior.

EQUIPMENT DUTIES: All general office equipment including computer systems.

ESSENTIAL DUTIES: Includes the following, but in no particular sequence

Community Involvement

- Supports program community outreach by scheduling regular website reviews with Program Directors, creating website blog content, and social media content
- Works with Community Projects Director on graphic design to deliver content that furthers the agency brand, message, and mission
- Enforces agency brand and messaging among WCAP staff and Board of Directors, creates tools to support consistency and positively promote the role of WCAP programs in the community, including clearly defined impact
- Enhances agency visibility in the community through creation of press releases and regular posting of agency events on community calendars
- Responsible for creation of employee ID badges and business cards
- Works with Community Projects Director, community focus groups, and advisory committee to produce Waldo County Community Needs Assessment
- Attends events representing the agency and its programs, including tabling events in the community
- Assists and is responsible for other community outreach efforts as assigned

Volunteer and Donor Engagement

- Prepares letters, e-mails, newsletters, and other scheduled correspondence to agency volunteers and donors to promote communication with the community and maintain community relationships
- Maintains agency donor database, generates reports to the Development Committee of the Board of Directors
- Responsible for creation of materials and mailing of annual agency appeal
- Maintains agency volunteer database and manages general volunteer inquiries and applications
- Works with Community Projects Director on annual agency Volunteer Recognition Dinner

Community Projects and Events

- Works with the Community Projects Director on community projects and initiatives, including Heroes 4 Hunger, Neighbor for Neighbor, and the Cinderella Project of Maine
- Works with the Community Projects Director on agency events, including annual agency Staff Day and other events as assigned

Administrative Support

- Provides excellent customer service to agency callers and visitors when serving as back up for the Administrative Support Specialist at the front desk. Covers lunch breaks and vacations as needed
- Serves as back up to the Community Projects Directors at Board of Directors meetings taking meeting minutes as needed

Grants

- Maintains familiarity with Community Services Block Grant (CSBG) and Results Oriented Management Accountability (ROMA); serves as back up to Community Projects Director in matters pertaining to the grant as needed
- Participates in agency grant writing and proofreading as requested. Works with Executive Director and Community Projects Director to apply for grants
- Tracks grants, maintaining history and files on grant applications agency-wide

Professional Development

- Participate in any required trainings, meetings and professional development activities

Leadership & Teamwork

- Building cooperative goals and relationships of mutual trust
- Work in collaboration with agency staff to facilitate a team environment
- Demonstrate effective communication skills in building relationships with all employees and clients
- Collaborate with all partner agencies to assure effective communication processes across agencies
- Exhibit a positive attitude and professional, confidential and collaborative approach with supervisor, co-workers, clients, partners and community
- Adhere to the policies in the use of computer technology and all tele-communication devices
- Show self-initiative

Safety and Wellness

- Actively promote safety and accident prevention within the workplace
- Report any unsafe conditions, incidents and/or accidents immediately

REQUIRED ABILITIES AND KNOWLEDGE:

- Proficient skills in Microsoft Word, Excel and Outlook
- Fluent in Adobe Creative Suite (InDesign, Illustrator, Photoshop)
- Strong communication skills
- Very strong writing and design skills
- Strong organizational/time management skills

- 3 years marketing, advertising, and/or graphic design experience preferred
- Ability to lift 35-50 lbs occasionally

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in a field such as English, Writing, Communications, Graphic Design or equivalent work experience
- Ability to meet WCAP background clearance requirements
- Adequate transportation and ability to meet and maintain WCAP's minimum insurance standards

REPORT TO: Community Projects Director

HOURS PER WEEK: 40

SALARY RANGE: Non-exempt/Grade 7/Points 280

STATEMENT OF UNDERSTANDING:

I have read and understand the above job descriptions and am willing and able to be responsible for the duties indicated.

Employee's Signature

Date