



WALDO COMMUNITY ACTION PARTNERS JOB DESCRIPTION

POSITION SUMMARY

The **Community Partnerships Coordinator** is responsible for providing support and assistance in furthering the Agency's mission by increasing visibility in the community. The coordinator works to strengthen volunteer engagement and relationships. The position provides support for community and Agency events and actively participates in community needs assessments and Results Oriented Management Accountability (ROMA) activities. The position is responsible for supporting key Community Activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Community Involvement

1. Assists with and supports program outreach by scheduling regular website reviews with agency leadership.
2. Works with the Development Director to further the Agency brand, message, and mission.
3. Supports Agency branding and messaging among WCAP staff and Board of Directors; assists with creating tools to support consistency and positively promote the role of WCAP programs in the community, including clearly defined impact.
4. Enhances Agency visibility in the community through the implementation of key events and activities.
5. Assists with the regular posting of Agency events on community calendars.
6. Works with the Development Director, CEO, other key staff, community focus groups, and Board to produce Waldo County Community Needs Assessment.
7. Attends events representing the Agency and its programs, including tabling events in the community.
8. Assists and is responsible for community outreach efforts as assigned.

Volunteer and Donor Engagement

1. Assists with letters, e-mails, newsletters, and other scheduled correspondence to Agency volunteers and donors to promote communication with the community and maintain community relationships.
2. Assists with maintenance support of the Agency donor database, and preparing reports to the Development Director, CEO and or Sustainability Committee of the Board of Directors as requested.
3. Assists with annual appeal materials and distribution.
4. Assists with Maintaining the Agency volunteer database and manages general volunteer inquiries and applications.
5. Assists with the annual Agency Volunteer Recognition Dinner.

Community Projects and Events

1. Coordinates community projects and initiatives, including Heroes 4 Hunger, Neighbor for Neighbor, and the Cinderella Project of Maine and other initiatives with other Agency staff.
2. Works with the Development Director and Executive Assistant on Agency events, including annual Agency Staff Day and other events as assigned.
3. Works within established budgets and timelines for events and activities.

Administrative Support

1. Provides customer service to Agency callers and visitors when serving as back up for the Receptionist at the front desk.

Position Title:

Community Partnerships Coordinator

Department:

Administration

Reports To:

Development Director

Supervises:

N/A

FLSA Status:

Non-Exempt

Salary Range:

9

Last Revised/Approved:

August 2022

2. Provides customer service to Agency callers and visitors when assisting other programs or for key events.
3. Assists with administrative tasks including minutes as assigned including department, agency and or committee meetings.

Grants Support

1. Maintains familiarity with Community Services Block Grant (CSBG) and Results Oriented Management Accountability (ROMA); assists with reporting and data as assigned.
2. Supports and Assist with grant writing and proofreading as requested. Works with Chief Executive Officer and Development Director to submit grants and reporting.
3. Assists with grant tracking and reporting, maintaining history and files on grant applications Agency-wide.

Professional Development

1. Participates in any required trainings, meetings and professional development activities.

Leadership & Teamwork

1. Builds cooperative goals and relationships of mutual trust.
2. Demonstrates effective communication skills in building relationships with all employees and clients.
3. Collaborates with all partner agencies to ensure effective communication processes across agencies.

Safety and Wellness

1. Actively promotes safety and accident prevention within the workplace.
2. Reports any unsafe conditions, incidents and/or accidents immediately.

Non-Essential Duties and Responsibilities:

1. Performs additional duties as assigned.

GENERAL EXPECTATIONS

- Be committed to the Agency's Mission, Vision and Values.
- Maintain adequate knowledge of all WCAP programs in order to make referrals to other programs beneficial to the client, his/her family or friends.
- Maintain professional boundaries with all current, past, and prospective clients.
- Maintain confidentiality of clients, staff, and internal business information.
- Present professional and positive image as a representative of WCAP.
- Follow established policies and procedures and comply with all safety requirements.
- Communicate proactively with the supervisor regarding work flow, problems, suggestions, etc.
- Seek out and attend relevant professional development conferences, seminars, workshops, and other activities related to all aspects of this position. Participate in all Pre-Service and In-Service training and professional development activities as required by the position. Participate in other local and state level meetings related to all aspects of this position.
- Attend team and staff meetings as scheduled.
- Contribute to a positive, team-oriented work environment.
- Be punctual for scheduled work and use time appropriately.
- Perform required amount of work in a timely fashion with a minimum of errors. Meet deadlines.

PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that must be met by the Incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to stand and sit for prolonged periods of time; walk; use hands to finger, handle, or feel, including operation of a standard computer keyboard;

reach with hands and arms and talk, see and hear; bend and reach; lift and carry up to 10 pounds regularly, and up to 35 pounds occasionally. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in a business office setting. Noise level ranges from quiet to moderate. Assigned work may require travel within the local or neighboring communities. This position is a full-time hourly position that typically works normal daytime schedule. However, evening and week end time may be required to meet program and/or organizational needs. Overtime may also be required to meet program and/or organizational needs and requires prior approval.

QUALIFICATIONS NEEDED FOR POSITION

General Requirements:

The following experience and skills are considered essential:

- Ability to meet WCAP background clearance requirements.
- Adequate transportation and ability to meet and maintain WCAP's minimum insurance standards.

Experience and Skill Requirements:

The following experience and skills are considered essential:

- Three years office experience; In social service setting preferred.
- Project coordination experience preferred.
- Experience in Adobe Creative Suite (InDesign, Illustrator, Photoshop) and/or marketing experience preferred.
- Proficient skills in Microsoft Word, Excel and Outlook.
- Strong communication skills.
- Very strong writing skills and solid grammar skills are essential.
- Strong organizational/time management skills.
- Background in Communications, Marketing a plus and preferred.
- Must be able to work well under pressure and to manage multiple projects simultaneously.

Education Requirements:

The following education requirements are considered essential:

- Associates Degree or equivalent work experience required; Bachelor's Degree preferred.

*** All requirements and skills are considered to be essential, unless otherwise indicated*

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read and understand the above description, and I am confident that I will be able to meet the requirements of this job.

Employee Signature

Date

Supervisor Signature

Date