



Position: Community Outreach Coordinator
Reports To: Executive Director

Job Summary:

Promote the mission of the United Way of Dodge County and Volunteer Dodge to businesses, individuals and groups throughout Dodge county.

Duties and Responsibilities:

- Foster relationships with partner and non-partner agencies throughout Dodge County.
- Manage Grant process and Grant Portal for agencies for Dodge County.
- Assist with Grantee compliance.
- Manage, administer, and promote Volunteer Dodge website.
- Assist non-profit organizations with defining volunteer opportunities and maintaining agency pages on Volunteer Dodge.
- Promote volunteerism in the community.
- Plan volunteer events.
- Develop and maintain positive relationships and connections between the United Way and businesses, individuals, and groups.
- Increase awareness of community demographics/problems/needs.
- Attend and participate in community meetings and events.
- Participate in community projects related to mission.
- Assist Executive Director
 - Attend meetings.
 - Assist with campaign duties.
 - Assist with UWDC social media.
 - Other duties as requested.

Requirements:

- We hire for attitude and capacity as opposed to education background and experience.

Hours and Salary:

- 15-20 hours a week
- \$15-\$20 an hour
- Flexible schedule