Title: Community Response Coordinator
Reports to: Executive Director
Direct Reports: none
FLSA Status: Exempt

Job Summary:
The Community Response Coordinator will help support community organizations working together to respond to emerging community needs. The community-based position will work with multi-sector partners, volunteers, and the community to coordinate and create systems that will help organizations align activities and resources; connect stakeholders to training and education; strengthen communication and collaboration; and increase capacity. This position will work closely with the Director of Community Impact to implement a coordinated community response. Emerging community needs will determine project scope.

Essential Responsibilities:
Partner Support, Communication, Coordination, and Convening
- Convenes partners, volunteers, and stakeholders in a coordinated community response to emerging needs, building and developing relationships to advance project goals.
- Ensures project partners, volunteers, and stakeholders reflect and represent those closest to identified needs.
- Identifies, cultivates, and supports new members to the project team.
- Implements a strong communication strategy to ensure project information is transparent and accessible, striving to help partners work effectively together.
- Advocates on behalf of partners to secure resources and build capacity that supports the project’s vision, goals, and strategies.
- Convenes and documents regular meetings of community partners, volunteers, and stakeholders.
- Develops and manages the project’s work plan, providing content and strategic support, establishing timelines, ensuring accountability for achieving goals, and reporting progress to partners.
- In collaboration with the Director of Community Impact, implements an effective system for data collection and evaluation.
- Develops and maintains a common release of information form among agencies working on a project.

Provider Training and Community Education
- Coordinates partner and community stakeholder training and educational opportunities.
- Collects and shares resources and educational materials with partners and stakeholders to support project goals.

General Responsibilities
- Maintain strict privacy and confidentiality of sensitive information.
- Support an organizational culture of integrity, transparency, service, and professionalism by modeling behavior consistent with the mission and purpose of the United Way.
- Participate in organizational strategic planning, monitoring, and evaluation.
- As part of a small staff team, support the work of the organization and other staff as needed, including other duties as assigned.

Required Knowledge, Skills, and Experience:
- Willingness to commit to United Way’s mission, vision, and values as an engaged and supportive team member.
- Ability to strategically represent United Way’s role in the community and with stakeholders by demonstrating professional leadership in an evolving community.
- Ability to work independently, maintain flexibility, and make decisions.
• Strong organizational skills and attention to detail.
• Demonstrated time and project management skills with a proven ability to meet deadlines.
• Ability to prioritize, plan and function well in a fast-paced environment.
• Proficient with Microsoft Office Suite and ability to use, navigate and learn new software programs and technology.
• Demonstrated success in facilitating multidisciplinary or multi-organizational partnerships.
• Strong interpersonal, meeting facilitation, and customer service skills through written and spoken communications in a variety of settings.
• Data-driven, innovative, and results-oriented.
• Experience analyzing data and using it to identify gaps and develop strategies.
• Proven ability to address and solve complex issues to achieve desired results.
• Demonstrated experience in volunteer coordination and management.
• Grant management experience preferred.
• Preferred experience working with and knowledge of local non-profit programs and services.
• Preferred experience working with individuals and families who have experienced marginalization such as those who have moved to the U.S., those who have experienced financial instability, those of differing abilities, etc. and knowledge of the associated systems and barriers they need to navigate.

Diversity Statement:
United Way of Mid Coast Maine values the inherent worth of every single person in our community. Our values demand that we work for equity, justice, and for everyone to be fully included. We stand opposed to all forms of discrimination or harassment, including that based on race, color, ethnicity, national origin, religion, disability, age, sex (including pregnancy, gender identity and expression, and sexual orientation), Veteran, genetics, and economic status. We are an equal opportunity employer and support affirmative action.

Physical Requirements:
Sedentary position (approximately 50% of the time)
Proficient keyboarding/typing
Occasional light to moderate lifting (less than 50 pounds)
Ability to set up and break down meeting sites or presentations

Work Environment:
This position will be based at United Way of Mid Coast Maine (Bath) and work primarily in and around Brunswick at community partner locations. Most work activity will occur Monday-Friday from 8:30 a.m.-5:00 p.m.; however early morning, evening, and some weekend meetings and activities will be required. Some remote work is possible. While performing the duties of this job, the employee is frequently exposed to normal office work environment conditions. In general, office space is an internally controlled working environment with few or no hazardous conditions (e.g., fumes, toxic or caustic chemicals, extreme heat/cold conditions, vibrations, and/or airborne particles) in a normal work location. The noise level is quiet to moderate. The employee will utilize their own transportation to travel throughout United Way geographic area (Brunswick, Harpswell, Lincoln and Sagadahoc counties).

Benefits:
• Health and dental insurance (Fully paid premium for employee, family plan available)
• Paid vacation (15 days) and federal holidays (13 days)
• Paid sick time (earned)
• Life insurance, short and long-term disability insurance
• Retirement savings plan with employer matching and contribution

Effective/Revision Date: June 2023