



Position: Community Impact Coordinator

Job Status: Union

About Maui United Way:

Maui United Way is a 501(c)(3) nonprofit organization that has been serving the Maui County since 1945. Our mission is to advance and nurture the well-being of our Maui, Molokai and Lāna'i community through impactful, equitable, and sustainable initiatives. We have played a vital role in Maui County for 80 years because we know how to put the right people together with the right resources to make the right things happen. We are working to address Maui's most vital needs through the impact areas of Education, Income (sustainability) and Health. Our goal is to bring people, organizations and our community together around a common cause, a common vision, and a common path forward.

Accountability Objective:

Responsible for the organization, planning and coordination of all Community Impact (non-campaign) events and marketing activities. Maintains all agency relations to foster positive partnerships within the community. Provides fund and resource development to support public relations and agency growth/sustainability. Manages volunteer program. Assists MUW President & CEO in administrative tasks necessary to enhance overall agency productivity.

Nature and Scope:

- The Community Impact Coordinator reports to the Director of Impact.
- The Community Impact Coordinator is directly responsible for nurturing and developing a network of contacts with the community, volunteers, speaker's bureau, marketing personnel, and other team members to focus attention on future and current projects necessary to further MUW's goals and objectives. Works closely with President & CEO and MUW staff to review and report status of projects.
- Must become familiar with the community and establish contacts with people at all levels within the community including corporate executives, labor representatives, health and human service agency personnel and government representatives.

- Educational requirements include a college degree from an accredited college or university. Verifiable work experience will also be considered.
- Must possess good administrative, personnel and overall communications skills.
- Must be proficient in Word, Excel, Power Point, Outlook and Publisher. Must have some experience with social media, including Facebook, Twitter, Constant Contact, etc.
- Must have above average abilities with multiple project management and written and oral communication.
- Minimum of three years of experience including: working with volunteers and coordinating projects. Prefer non-profit experience or any combination of education and experience, which would provide the knowledge, skills and abilities to perform the major duties of this position.
- Must possess a valid driver's license and reliable transportation with adequate insurance.

Specific Accountabilities/Essential Functions:

General Duties -

1. Plans, coordinates and implements goals, objectives and development strategies, special events and functions for all approved projects which include training of community volunteers, providing information when necessary and ensures all MUW relationships are maintained and thanked.
2. Creates and maintains accurate records on all approved projects, which includes contacts, records and filing, master calendar of events, and any necessary project budgets.
3. Collaborates in written communication for MUW, which includes press releases, collateral information, annual report, newsletters and articles.
4. Ensures that MUW office complex is not left unattended.
5. Administers Information & Referral requests.

Community Impact Duties -

1. Works with President/CEO to oversee and administer entire Community Impact Grant allocation process.
2. Compile research data and develops processes to best support the needs of MUW.
3. Research, review and develop organizational materials and background information as necessary.

4. Attend all Community Impact related meetings in person and/or by telephone as necessary to accomplish required work.
5. Handle all agency relations and correspondence.
6. Maintain accurate records for all agency relations.
7. Provides oversight and review of all agency grant applications, awards, compliance and overall performance.
8. Provides reports/presentations as requested by President/CEO.
9. Supports a positive team environment and provides support for overall agency functions when needed.
10. Attends special events/meeting upon request.
11. Research and implement Community Impact projects as approved.

Volunteer Program Duties -

1. Develop and administer recruitment, training, record keeping and follow-up for all volunteer needs.
2. Provides representation for volunteer related collaborations/partnerships within the community.

Social Media & Marketing Duties -

1. Work with website administrator to support agency needs and website updates.
2. Collaborates on all media for Community Impact related issues.
3. Provides management of all social media outlets, as agreed upon by the President/CEO.
4. Provides MUW newsletter.
5. Provides radio & television PSA's.

Fund and Resource Development Duties -

1. Administers FEMA allocation process and management.
2. Coordinates all Non-Campaign related events, including Drives, Walks, Sign Waving, etc.
3. Researches and implements fund and resource development opportunities to enhance the mission of MUW.
4. Provides support as needed for fund and resource development opportunities.

Pay Range -

- \$27.13/hour – \$30.86/hour

Application Instructions:

- By 4 p.m. (HST) on Friday, March 21st, 2025, submit a cover letter and resume through our online portal at www.mauiunitedway.org/careers, or by email to careers@mauiunitedway.org with the subject line: "Community Impact Coordinator Application."
- The cover letter should address your experience and expertise that would position you to further Maui United Way's work and specific experience that makes you well suited for this role.
- The resume should include at least three (3) professional references with contact information.
- Your signature on the cover letter shall also attest that you did not use Artificial Intelligence (AI) apps or programs to write your cover letter.