

**Position:** AmeriCorps (Volunteer Infrastructure Program) VIP Fellow 2017-2018

**Reports to:** Volunteer Engagement Manager

**Type:** 40 hours a week, 11 months/year, 1700 hours of Service

**LIVE UNITED**



United Way  
Monterey County

### **Position Summary:**

The mission of United Way Monterey County (UWMC) is to engage the community and focus resources to improve lives in Monterey County. The AmeriCorps VIP will provide day-to-day facilitation and support to assigned community engagement initiatives, including signature volunteer events, corporate partner engagement and volunteer stewardship.

VIP Fellows work as a part of a team to coordinate volunteer programs and to coach and support a cadre of high-value volunteers. The VIP Fellows' primary role is developing the United Way's capacity to recruit and manage volunteers. VIP Fellows spend time in the community, building partnerships, and forging lasting relationships.

### **Responsibilities and Duties:**

#### **Volunteer Management**

- Develop partnerships with agencies to engage corporate volunteers in activities aligned with the UWMC impact priorities.
- Assist in the cultivation and tracking of relationships with volunteer programs that align with UWMC impact priority areas
- Implementation and improvement of corporate volunteer group engagement processes and projects.
- Develop and manage an online portal to connect volunteers to targeted UWMC impact priority areas.
- Assist in creation of marketing materials related to community engagement activities.
- Assist in the development and cultivation of UWMC auxiliary groups including Emerging Leaders Society.

#### **Signature Volunteer Events**

- Provide consistent and quality communication of volunteer engagement opportunities that support the UWMC impact agenda.
- Assist with annual signature volunteer events, including but not limited to Community Service Awards, *Stuff the Bus* and *Spring Spruce Up*.
- Recruit and train community members as volunteers to participate in signature volunteer events.
- Ensure accurate volunteer and database records are kept for signature volunteer events and develop methods for continuous engagement.

#### **Stuff the Bus – Annual project to put backpacks and school supplies into the hands of local homeless students**

- Work with Community Engagement Manager to set goals, project plan, implementation calendar, and volunteers opportunities and tasks.
- Act as liaison with key partner Monterey County Office of Education to determine needed supplies, participating schools, reserve project space, determine distribution methods etc.
- Solicit bids from outside organizations to supply educational materials and manage ordering, shipping and delivery.
- Support the engagement of high level sponsors, community donors and in kind donations.

### **Functional Competencies:**

- *Effective & Engaging Communicator* - Is an effective and passionate communicator, articulating the United Way message in a way that inspires other to act in service to the organization and the community.
- *Detail Oriented* – Able to manage details of volunteer engagement opportunities including communications with project partners and volunteers, marketing materials and messages, and project planning and implementation.
- *Critical Thinking & Creative Problem Solving* - Able to address and manage complex issues to achieve desired results. This includes the ability to gather, interpret and use relevant data to drive strategy development, make decisions and drive for results.
- *Planning & Implementation* - Leads and takes initiative in planning and developing volunteer opportunities to support impact areas to achieve results that drive collective community outcomes.
- *Embracing & Managing Change* - Adapts successfully to changing needs while maintaining positive relationships with all constituents, internal and external.

### **United Way Staff Competencies:**

- *Mission oriented:* Performance and professional motivations are driven by a commitment to creating real social change that leads to better lives and healthier communities.
- *Relationship oriented:* Understands that people come before process and is astute in cultivating and managing relationships toward a common goal. The ability to build, leverage, and maintain mutually positive relationships that provide support for and add value to United Way, and the community.
- *Collaborator:* Ability to cooperate/collaborate with customers and stakeholders to clearly define their objectives to identify solutions that solve their needs and lead to increased revenue. Understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- *Results Driven:* Dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact. The capacity to be energized and excited by challenging objectives and a concern for exceeding goals set by self or others; achieve high level, sustainable performance.
- *Brand Steward:* Steward of the United Way brand and understands his/her role in growing and protecting the reputation and results of the organization and greater network.
- Self motivated and able to work as both a team member and individually.
- Ability to work effectively with staff and customers from diverse backgrounds.

### **Position Requires:**

- Bachelor's Degree from accredited college or university
- Two years related experience and/or the equivalent combination of education and experience. Nonprofit experience desirable.
- Computer literate with experience in MS Office software including Word, Excel, and Outlook. Knowledge of Google Drive, Constant Contact, and Survey Monkey is a plus.
- Ability to work varied hours, including early mornings, evenings and/or weekends.
- Ability to lift, carry and transport a 35 pound box.
- Possession of a valid driver's license, auto insurance and a reliable automobile for regular travel throughout Monterey County.

**Benefits:** Health benefits provided by CalServes/AmeriCorps. Education award upon completion of service year (\$5,730).

**Hiring Range:** AmeriCorps stipend for September 2017-August 2018 (\$15,000).

**How to Apply:** Interested applicants are encouraged to submit a cover letter and resume by email to [tina.engquist@unitedwaymcca.org](mailto:tina.engquist@unitedwaymcca.org). Position is open until filled.

*United Way Monterey County is an Equal Opportunity Employer.*