

**Position:** Marketing and Communications Coordinator (Marketing)  
**Reports to:** VP Resource Development  
**Type:** Part-time, Non-exempt

**Position Summary:**

The Marketing and Communications Coordinator supports the marketing and communication efforts to promote UWMC services and communicate positive impact of UWMC on the community. The coordinator provides general marketing support to promote events and engage volunteers and donors in United Way's work. This position helps create day-to-day content for UWMC's social media and builds relationships through timely and engaging interaction.

**Scope of Work:**

- Supports Impact work with creation of outreach materials to drive action with the ultimate goal of supporting services and mission.
- Ensures UWMC's brand guidelines are applied to all online social media.
- Proactively and reactively works with other departments to ensure dynamic and updated content on social media.
- Develops engaging content and posts on social media platforms. This includes writing necessary text as well as sourcing images and video clips or creating them.
- Cultivates relationships with current followers and engages in online conversation to increase the online presence and grow followers organically.
- Helps monitor and track performance of social media posts, performs analysis (including preparing and documenting actionable insights), prepares reports and shares data as needed.

**Position Requires:**

- Passion and a strong understanding of philanthropy, health and human services agencies/trends, and our organization's vision, mission, and goals.
- Strong storytelling skills and the ability to communicate material in a concise, interesting manner
- Excellent writing, editing, copyediting, and proofreading skills.
- Able to balance brand voice guidelines with the more informal nature of social media.
- Proficiency in Microsoft Office products including PowerPoint and Publisher.
- Proficient knowledge of Adobe Creative Suite: Illustrator, Photoshop and InDesign.
- Familiarity with and/or the ability to learn Salesforce
- Photography and video production skills a plus.
- Must be self-motivated and self-directed.
- Proven ability to prioritize, follow through, multi-task, pay attention to details, work within tight deadlines and manage time well.
- Ability to work independently and to collaborate effectively
- Good interpersonal skills and discretion

**Core 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.

**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.
- *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.

**Qualifications:**

- Bachelor's degree preferred. Minimum of an Associate's degree or equivalent work experience.
- Knowledge of social services and nonprofit agencies in Monterey County.
- Experience as a volunteer.
- Ability to work effectively with staff and customers from diverse backgrounds.

**Compensation:** \$21.50 - \$24.00 per hour depending on experience

**To Apply:**

Please submit a resume and cover letter to:  
info@unitedwaymcca.org

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