



## United Way of Central Arkansas Community Engagement Director

**Organization Overview:** The United Way of Central Arkansas is a non-profit organization serving the needs of Faulkner, Conway, Perry and Van Buren counties. The United Way works with local nonprofits partners to fulfill basic needs in the areas of health, education, and financial stability. Additionally, the United Way develops and offers direct programming services to clients, such as free tax preparation, through the training and management of volunteers and student interns. A small team governed by a 24-member board of directors; the office of United Way of Central Arkansas is in downtown Conway.

**Job Description:** The Community Engagement Director develops, implements, manages, and evaluates programs meeting the United Way of Central Arkansas' direct service programming goals. This work is accomplished through United Way-managed programs provided in partnership with local companies, schools, community organizations and volunteers. Direct Service Programs include Volunteer Income Tax Assistance (VITA), Financial Opportunity Classes, Stuff the Bus School Supply Drive, and Charity Tracker.

Responsibilities include direct program management/development, coordination of interns, volunteers, and assisting with event planning and implementation. Additional duties may be assigned as needed. This is a full-time, benefits eligible position with a flexible work schedule.

### **Knowledge, Skills, Abilities:**

- Education/Experience: College degree plus two to three years of experience in the human service field, preferably related to volunteer engagement. Bilingual desired.
- Supervisory Skills: Experience working with people with diverse visions and bringing them to common work.
- Facilitation Skills: Experience with community planning, community organization and working in a team planning process to bring a group to consensus.
- Computer/Office Skills: Strong proficiency on a PC working in Microsoft Office applications and Google Suite including word processing, spreadsheets, and presentations.
- Well organized and detail oriented and able to work well with people across various socio-economic backgrounds.
- Must be able to take initiative, demonstrate leadership, work independently and produce consistently high-quality work.
- Ability to speak and write clearly and concisely for a broad audience.
- Ability to analyze and exercise sound judgement.
- Knowledge of the human service system.

### **Expectations:**

1. Represents United Way positively, professionally, courteously and effectively.
2. Assists or takes on new tasks to help United Way achieve its mission.
3. Integrates United Way's business strategies by building positive internal and external relationships.
4. Maintains confidentiality regarding personnel and organizational information.

Please send cover letter and resume to Executive Director Jennifer Boyett at [j.boyett@uwcar.org](mailto:j.boyett@uwcar.org). Review of applications will begin on Sept. 1 and continue until the position is filled.