



United Way of Central Arkansas

Program & Event Coordinator

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 25-member board of directors; the office of United Way of Central Arkansas is in downtown Conway.

Job Description: The Program & Event Coordinator is a high-energy, well-organized teammate who enjoys interacting with a wide range of people while planning and executing events and activities in support of the United Way's fundraising and community collaboration goals. This work is accomplished through United Way fundraiser events such as the Thanksgiving Day Turkey Trot, Casino Royale and community collaboration programs such as the Day of Caring Volunteer Event, Volunteer Income Tax Assistance (VITA), Stuff the Bus School Supply Drive and more. This is a salaried position with flexible work schedule.

Responsibilities: Event and program development, management and implementation, coordination of volunteers and student interns, and assisting with team activities. Additional duties may be assigned as needed.

Knowledge, Skills, Abilities:

- **Education/Experience:** High School graduate (or equivalent) with two-to-three years of experience with program and/or event planning and volunteer management desired.
- **Computer/Office Skills:** Strong proficiency on a PC working in Microsoft Office applications and Google Suite including word processing, spreadsheets, and presentations. Experience with platforms such as Canva and Constant Contact, a plus.
- Well-organized, 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 judgment.
- Bi-Lingual (Spanish) preferred.

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.

Salary Range: \$27,000 to \$30,000

Please email cover letter and resume to Executive Director Jennifer Boyett at j.boyett@uwcar.org. Review of applications will begin on Sept. 6 and continue until the position is filled.