

YOU ARE A UNITED WAY ENGAGEMENT COORDINATOR!

NOW WHAT?

Job Description

Title: United Way Engagement Coordinator (EC)

Objective: Plan, organize and coordinate a successful United Way experience to help people in Central Indiana achieve – and maintain – self-sufficiency.

Report to: Your company's leadership (assisted by your United Way engagement manager)

Role:

- Work with the leadership of your organization to administer an effective experience
- Recruit a committee that represents all departments of your organization
- Create a year-round United Way engagement calendar
- Work with your United Way engagement manager to develop a plan, timeline and goals
- **Stay in close contact with your United Way engagement manager year-round**
- Plan your kickoff and other special events
- Promote United Way throughout your company
- Work with your United Way engagement manager to emphasize the impact of giving to United Way
- Make your company's experience fun!
- Educate yourself and your co-workers about United Way's role in the community
- Say "thank you" to every employee who participates
- Evaluate your experience and make recommendations for next year

#uwcigameon



@uwci



United Way
of Central Indiana