

JEDC STAR Program AmeriCorps Service Position Description



Host Site: United Way of Southeast Alaska

Website: <http://www.unitedwayseak.org/>

Position Title: Research and Volunteer Coordinator

Work Schedule: M-F, 9AM-5PM. Some evening and weekend hours should be expected

Education Level: College graduate or higher

Age Requirement: 21 years or older

Program Locations: Juneau

General Description: The Research and Volunteer Coordinator will maintain the United Way's online presence, as well as helping to plan, organize and execute two Day of Caring events. The member will research, develop, and implement a plan to better manage United Way's social media efforts. The member will maintain United Way's social media sites, by researching topics that apply to the impact areas of Health, Income Stability, and Education, and creating posts to provide the communities of Southeast Alaska with information on resources, events, and volunteer opportunities. The member will also help to cultivate a strong social network with people and other agencies in the community. The Coordinator will also collect data on community impact indicators, as well as collect partner agency success stories and pictures to maintain United Ways story bank. Together these projects will help the overall goal of helping to educate the public about United Way programs, agencies, cultivate new donors and volunteers, and expand the reach of the United Way movement.

Member Duties:

- Expand United Way of Southeast Alaska's social media presence
- Provide communities of Southeast Alaska with information on resources, events, and volunteer opportunities
- Collect success stories and photographs from partner agencies to share with general public
- Work with UW's nonprofit network to engage new community volunteers and youth and document engagement using United Way's established tools: Get Connected & Youth Connect.
- Improve process for collecting and sharing data on community efforts
- Adhere to the rules, regulations, and code of conduct as specified in the Member Service Agreement
- Will not engage in any AmeriCorps' Prohibited Activities as listed in the member Service Agreement

Program Benefits: education award upon successful completion of service

Terms: None

Service Areas: Environment, Recreation, Federal Government, and Non-Profits

Skills: Volunteer Program Development, Youth Development, Partnership Development, Conflict Resolution, Recreation Planning, Basic computer skills, strong written and verbal communication skills