

Meals on Wheels of Cheyenne, Inc.

Job Title: Community Engagement Coordinator

Purpose: serves as the primary liaison between the organization and the community, fostering relationships with donors, community partners, and the public. To engage the community, current and potential donors with the mission of Meals on Wheels. Plan and execute successful fundraising campaigns for the organization.

Accountable to: Executive Director

Responsibilities/Duties:

Community Outreach & Engagement

- Develop and maintain relationships with community organizations, businesses, donors, volunteers, and stakeholders.
- Represent the organization at community events, meetings, and outreach opportunities.
- Identify opportunities to increase community awareness and support for the organization's programs and services.

Events & Fundraising Support

- Plan, coordinate, and execute special events, community outreach activities, and fundraising events.
- Assist with event logistics including scheduling, vendor coordination, sponsorships, volunteer assignments, and event promotion.
- Track event participation and evaluate effectiveness to improve future activities.

Marketing & Communications

- Develop and manage content for social media platforms, including Facebook, Instagram, LinkedIn, YouTube and other relevant channels.
- Create engaging content such as graphics, photos, videos, stories, and promotional materials.
- Maintain the organization's website and ensure information is current and accurate.
- Assist with newsletters, press releases, annual reports, and other communications.
- Monitor and respond to social media engagement in a professional and timely manner.

Administrative Responsibilities

- Maintain databases related to donors, community partners, and event participants.
- Track outreach metrics, social media analytics, and event outcomes.
- Prepare reports and presentations as requested.
- Support the organization's mission and strategic goals through collaborative teamwork.

Qualifications:

- Associate's or Bachelor's degree in Communications, Marketing, Public Relations, Nonprofit Management, Business Administration, or a related field preferred.
- Minimum of 2 years of experience in community engagement, event coordination, marketing, communications, or nonprofit administration.
- Experience managing social media platforms and creating digital content.
- Strong written and verbal communication skills.
- Ability to successfully pass a background and MVR check
- Ability to take directions and work as a team member with staff and volunteers
- Willingness to assume delegated responsibilities
- Must be able to work occasional nights and weekends for events
- Demonstrable organizational skills
- Must be proficient in the Microsoft Office suite of programs

Preferred Skills

- Graphic design experience using tools such as Canva or Adobe Creative Suite.
- Photography and videography skills.
- Fundraising and donor stewardship experience.
- Knowledge of the local community and nonprofit sector.

Physical Requirements

- Ability to attend community events and meetings.
- Ability to lift and carry event materials up to 50 pounds.
- Ability to travel locally as needed.

Training and Continuing Education:

- General orientation and training
- Individual on-the-job training
- In-service training as scheduled.

Benefits:

- Free meal every day
- 15 Paid Holiday's each year
- Health, Dental, and Vision insurance
- Option to contribute to a Retirement Plan
- Immediately start earning Paid Time Off (PTO)

Time commitment: Full-Time Flexible schedule with certain commitments to key events