

211 Maine, United Ways of Maine Job Posting



Position Title: 211 Maine Program Coordinator
Department: 211 Maine
Reports to: Director, 211 Maine
Type: Part-time (20 hours per week) Hourly Non-exempt

GENERAL SUMMARY:

211 Maine is seeking a highly organized multi-tasker with experience in administrative tasks and social media management.

Under the supervision of the Director, 211 Maine, this position is responsible for assisting in responding to outreach material requests, helping to maintain the website at www.211Maine.org, and creating social media content.

DUTIES AND RESPONSIBILITIES:

Outreach:

- Communicate with those requesting 211 Maine outreach materials, mail materials, and track supply of materials.
- Maintain 211 Maine social media accounts, including creating graphics and new content for pages that are consistent with branding guidelines.
- Work with individual United Ways on requests for custom marketing materials.

Administrative:

- Updating 211 Maine website, including adding new reports, publishing blog posts, and addressing other basic web development needs.

Other:

- Perform other administrative tasks as assigned.

REQUIRED SKILLS & EXPERIENCE:

- Strong self-motivation and the ability to work independently with limited supervision.
- Strong organizational skills.
- Proficiency with website design, social media management, and in MS Office suite of programs.
- Strong interpersonal skills and demonstrated ability to collaborate effectively with people of diverse experience and backgrounds.
- Familiarity with health and human services issues.
- Commitment to excellence and to the mission of United Ways of Maine.
- Must be authorized to work in the United States.

SUPERVISORY RESPONSIBILITY: None

POSITION TYPE/EXPECTED HOURS OF WORK:

This is a part-time position for 20 hours per week.

WORKING CONDITIONS:

We currently operate in a hybrid work environment. Individual's office will depend on where they are located in the State of Maine.

While performing the duties of this job, the employee is frequently exposed to office work environment conditions. Internally controlled working environment with little or no hazardous conditions (e.g., fumes, toxic or caustic chemicals, extreme heat/cold conditions, vibrations, and/or airborne particles) in normal work location. The noise level in the work environment is usually quiet to moderate. The employee will frequently be required to utilize their own transportation to their local post office for mailing materials.

Physical demands include:

- Remaining stationary approximately 60% of the time
- Operating a computer and other office productivity machinery
- Communicating information and ideas so others will understand. Must be able to exchange accurate information
- Moving about the office and in the community
- Moving boxes or supplies up 50 pounds, with or without accommodation

DIVERSE AND INCLUSIVE WORKPLACE:

211 Maine and United Ways of Maine is an equal opportunity employer. 211 Maine is committed to seeking and sustaining a culturally and ethnically diverse environment and to the principles that promote inclusive practices.

Diversity, equity and inclusion lies at the core of achieving our mission, living our values, and advancing the common good. We acknowledge that injustices have persisted throughout history and continue to exist in our communities today. Within our own organization, we create and maintain an equitable and inclusive environment that leverages the unique contributions of diverse individuals and organizations in all aspects of our work.

We take the broadest possible view of diversity, going beyond visible differences, to affirm the humanity of all individuals. We bring an equity lens to our organizational practices to guide decision-making and advance goals in this space.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Applications are accepted through October 27th.

Please submit a resume to Nikki Williams at nwilliams@uwsme.org.