

OnTrack Greenville

School & Community Events Coordinator

WHO WE ARE

Greenville County continues to draw national attention as a popular destination for visitors and a magnet for new development. Too many people do not share in the success we enjoy as a larger community—they have been left out or left behind. Right now, nearly 60,000 people are experiencing poverty in our county. As the largest poverty-fighting organization in South Carolina, United Way of Greenville County's unique ability to take on challenges like affordable housing, education, job training, transportation, and other complex community issues—all at the same time—is unmatched.

Mission:

We mobilize people and resources to improve lives, strengthen the community and advance equity for the benefit of all.

Vision:

A Greenville County where all people have access to the opportunities to achieve their full potential.

Position Description

United Way of Greenville County seeks an independent and passionate professional to join a dynamic staff leading the OnTrack Greenville Educational Initiative. The role of the School & Community Events Coordinator will be to support student academic achievement by promoting active family and community engagement through planning and executing large and small-scale events, programs, and learning opportunities.

The goal of this initiative is to keep at-risk middle school students on track toward high school graduation and future success.

Major Responsibilities

Event Coordination

- Partner with OnTrack Greenville community partners to co-create meaningful events for target populations
- Support school-level event planning from idea inception through execution
- Identify opportunities to include the target population in the planning process and provide opportunities to receive feedback following events
- Create annual calendars with OnTrack Facilitators and partners to map out a wide variety of events including annual events, dinner programs, networking events, and special interest group meetings.
- Serve as a subject matter expert for schools and community partners during both the planning and execution of key events
- Secure equipment and rentals as needed, set-up, tear-down, and help coordination of overall event execution.

Event Promotion & Documentation

- Ensure special events content on the website and social media sites are up to date.
- Organize internal or external resources to document event impact including photos, videos, number of attendees, donor investment, etc.
- Assist in managing pre- and on-site registration (tracking via database, generating reports and producing attendee badges) for all events and programs.
- Create and coordinate the drafting/distribution of promotional materials and track RSVP's.

- Assist with donor acknowledgement, guest follow-up, and impact reports.

Engaging the Community

- Participate in planning committee meetings including distributing agenda and taking minutes
- Integrate other United Way of Greenville County opportunities to meet the needs of the schools (e.g. volunteers, financial stability work, etc.).
- Engage and support parents and families by working with school administration and staff to develop quality family engagement opportunities and that foster a conducive environment for increased family engagement.

Tracking Impact

- Develop strong tools for reliable tracking of photos, videos, impact numbers, resources invested, documentation of expenses, and event write ups
- Take the lead on creating the narrative around pre- and post-event communication
- Collaborate with others in the department to identify individual-level tracking of event participation when necessary to meet grant reporting expectations

Soft Skill Requirements

- Must have strong communication and interpersonal skills
- Must possess a degree of skill in logistics
- Must be able to work well with a team and delegate tasks as needed
- Must have the ability to work well under tight deadlines
- Must be able to develop and adhere to a budget with strong documentation skills

Required Experience

- 1-3 years of related professional experience.
- Experience in relationship building, event planning, and working with schools
- Knowledge and use of current Microsoft Office and its applications.

HOW TO APPLY

Submit your resume and cover letter to talent@unitedwaygc.org with "School & Community Events Coordinator" in the subject line.

United Way of Greenville County offers competitive compensation based on prior experience and qualifications as well as comprehensive benefits in order to best support our people. Benefits we offer include: health, dental and vision insurance where United Way of Greenville County pays generously towards the cost of these benefits for eligible employees and their families.

United Way of Greenville is an equal opportunity employer and value diversity. All employment is decided on the basis of qualifications, merit and business need.