



JOB DESCRIPTION

Title: **Employee Coordinator (EC)**

Objective

Encourage your co-workers to participate in creating a stronger community by planning, coordinating and implementing an effective workplace campaign for the United Way of Monongalia and Preston Counties.

Responsibilities

- Attend Employee Coordinator training
- Partner with your CEO/President and United Way staff to create an effective campaign plan
- Use the Director of Development and Communications as a resource to help develop plans
- Recruit a campaign committee from key areas of your organization
- Coordinate the distribution of campaign materials and collection of pledge cards
- Use the online Campaign Toolbox at www.unitedwaympc.org as a resource for additional materials and ideas
- Coordinate kickoff and recognition events
- Promote the campaign to all employees and publicize campaign results throughout the drive
- Promote leadership giving and the Emerging Leaders program
- Encourage volunteerism among your co-workers and promote the www.volunteermpc.org website
- Provide all employees the opportunity to give
- If possible, encourage retirees to participate in your campaign
- Attend community events and report on your campaign progress/success
- Thank donors and volunteers for their generosity
- Complete your campaign by filling out your Report Envelope and deliver to United Way office
- Evaluate and make recommendations for next year's committee or EC

United Way of Monongalia and Preston Counties

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