Job Title: Community Resource Coordinator
Reports To: CEO/President of United Way McMinn & Meigs Counties
Location: Athens, TN

Position Summary:

The **Community Resource Coordinator** plays a vital role in supporting **United Way of McMinn & Meigs Counties** by managing community resource programs and promoting the organization's mission. This position oversees the **McMinn-Meigs Assist program**, **211,** and any other community resource initiatives while supporting daily administrative tasks to include but not limited to answering emails, phone calls and helping with mailings. The coordinator serves as the primary liaison between the organization, community partners, and residents seeking assistance.

Key Responsibilities:

Community Resource Management

- Oversee the **McMinn-Meigs Assist program**, including intake, eligibility assessment, and referral processes.
- Manage and support other community resource programs such as 211.
- Maintain accurate records and reports on client interactions, program participation, and outcomes.
- Develop partnerships with local agencies, nonprofits, and service providers to ensure comprehensive community support.
- Respond to inquiries from community members seeking assistance, providing guidance and referrals.
- Coordinate promotional events and public outreach activities to raise awareness of programs and services.
- Track and analyze the impact of outreach and awareness efforts to improve community engagement.

Community Engagement

- Represent United Way at community events, meetings, and outreach opportunities.
- Educate the community on available resources and programs.
- Build and maintain relationships with community stakeholders to enhance program visibility and participation.

Administrative

- Support the CEO & CFO with routine office work to include greeting customers, answering phone calls/emails, preparing for events/board meetings, and routine mailings.
- Draft and distribute press releases, mailings, and community announcements.

Qualifications

- Experience in community outreach, resource management, or nonprofit program administration preferred.
- Ability to work compassionately with diverse individuals and families experiencing hardship while maintaining confidentiality and ethical standards.
- Proficiency with databases, Microsoft Office/Google Workspace, and basic data tracking systems.
- Ability to learn and navigate community resource platforms and reporting tools.
- Excellent organizational, planning, and time-management skills.
- Ability to work independently and as part of a collaborative team.
- Ability to manage multiple community resource programs with minimal supervision.
- Experience with case management, client intake, eligibility determination, and referral coordination preferred.
- Seeking secondary education in Social Work, Human Services, Public Administration, Nonprofit Management, or a related field preferred.
- Relevant paid and unpaid work experience should be listed for consideration when applying.
- Must pass a background check.

Working Conditions/Compensation

- Office setting located in Athens, TN.
- This is a **part-time position**. Hours of operation: Monday-Friday, 9am-4pm
- Compensation Range: $12/hr depending on experience.
- Some evening and weekend work may be required for community events and outreach activities.
- Local travel within McMinn and Meigs Counties is required.
- Position involves direct interaction with community members and partner agencies.

Impact

This role ensures that residents of **McMinn & Meigs Counties** have access to critical resources while amplifying the visibility and impact of United Way programs through strategic community engagement.

How to Apply

- Send cover letter, resume, list of references and current availability to unitedway@unitedwaymm.org with the subject of the email reading ***Community Resource Coordinator Position***.