Location: Marshall, MN 56258

Job Type: This position is regular full-time non-exempt, averaging 38 hours per week. Minimal weekend and evening hours are required.

Pay range: $23-$28 per hour.

About Us:

United Way of Southwest Minnesota (UWSWMN) is an autonomous, local organization working to create lasting change in people's lives and the communities we serve in Lincoln, Lyon, Murray, Yellow Medicine, and portions of Cottonwood, Lac qui Parle, Nobles, and Redwood counties of Minnesota.

Position Overview:

The Programs Coordinator manages internal programs and the Community Impact Grants (CIG) program. This is an in-office position requiring regular attendance to ensure the smooth operation of these initiatives and to maintain effective communication with community partners and constituents. As a member of the UWSWMN staff, you will also be expected to perform other duties as assigned to support the organization's mission, vision, and strategic plan objectives.

The Responsibilities for this role include, but are not limited to, the following:

Internal Program Management:

- Lead the day-to-day coordination of internal community initiatives, including the Imagination Library book program, Stuff the Bus school supply drive, Read for the Record, and Wild about Kindergarten bags.
- Oversee all operational details for these programs, including purchasing supplies, recruiting and organizing volunteers, and tracking outcomes.

Community Impact Grants (CIG):

- Manage the full lifecycle of the CIG program, from tracking incoming applications and verifying organizational tax-exempt status to supporting panel chairs and preparing final funding allocations for board review.

- Coordinate volunteer review panels (including recruitment and training) and ensure post-grant accountability by tracking payments and final impact reports.

Student Emergency Fund:

- Manage contacts, process grant applications, and disburse emergency funds securely in accordance with established guidelines.

General Community Engagement:

- Cultivate and maintain strong relationships with community partners, donors, and constituents to support targeted initiative outreach.

Special Events:

- Assist with special events and organize event-related materials, including, but not limited to, the Power of the Purse, the Beer Pairing Dinner, and other agency fundraisers.

Board of Directors and Committee Support:

- Attend board and committee meetings, assist with meeting logistics and setup, and record accurate meeting minutes.
- Maintain adequate corporate records, policies, and essential governance documents as requested.

General Office Management:

- Serve as a professional, welcoming representative of UWSWMN through phone, email, and in-person contact.
- Handle general office administration, including database maintenance, word processing, document preparation, and file organization.
- Coordinate and prepare office, board, and bulk mailings.
- Assist with maintaining the agency website and social media accounts.
- Monitor local media outlets, tracking articles related to UWSWMN and its community partners.
- Perform light office upkeep to maintain a professional environment.

Qualifications:

- Bachelor’s degree in a related field, or equivalent combination of education and professional experience.
- Strong organizational and time-management skills, with the ability to manage multiple programs and priorities independently.
- Excellent written, verbal, and interpersonal communication skills.
- Ability to work effectively both independently and as part of a small, collaborative team.
- Proficiency in Microsoft Office Suite, Canva, database management, and general office technology.
- Valid driver’s license, reliable personal transportation, and the ability to lift and transport program materials (such as supply bins and book boxes).

Preferred Qualifications:

- Experience in community outreach, volunteer coordination, or special event planning.
- Familiarity with non-profit organizations and their local operations.

Work Environment:

- This position requires regular in-office attendance during standard business hours.
- Occasional evening or weekend work is required to support special events and board meetings.
- Involves travel within service area to meet with community partners, pick up/deliver supplies (e.g. Stuff the Bus bins), attend off-site meetings, and participate in periodic conferences or regional events.

United Way of Southwest Minnesota is an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law.

Applicants must be currently authorized to work in the United States on a full-time basis. United Way of Southwest Minnesota does not provide visa sponsorship for this position.

How to Apply:

Please complete the application at https://www.unitedwayswmn.org/form/programs-coordinator