



COMMUNITY INVOLVEMENT COORDINATOR

Job Type: Exempt

Compensation Description: Salaried

Reports to: Community Involvement Director

POSITION SUMMARY

The Community Involvement Coordinator is responsible for developing and implementing plans for community-based programs and services. The Community Involvement Coordinator manages network-based community engagement programs from planning and design through implementation and evaluation with a focus on community engagement.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Interacts with community partners, funders, and agencies searching for collaborative relations and resource leveraging particularly with healthcare-based partners to address the social determinants of health.
- Designs and implements tracking systems to manage Volunteers, event participants and program clients.
- Organize and implement community involvement programming and events.
- Tracks programmatic budget and small grant budgets pertaining to programs managed.
- Provides technical support to interest based and geographic resident groups to grow capacity through coaching on fundraising, event planning, and marketing.
- Assists with compliance and reporting for grant funded projects and programs.
- Regularly monitors, analyzes, and reports on the status of community programs managed
- Lead MWCEO community engagement strategies to connect residents with our organization.
- Support in grant writing initiatives and fundraising events.
- Serves as the liaison with partner organizations to implement programming.
- Other duties as assigned

STRATEGIC PLAN ALIGNMENT

This position directly supports all four of MWCD's Strategic Plan Pillars:

Pillar 1: Support Community Success

Developing and implementing health and wellness programs, managing greenspace initiatives, and coordinating community beautification efforts to improve quality of life and community conditions.

Pillar 2: Promote Growth Together

Building partnerships with healthcare providers, coordinating community gardens, engaging volunteers in environmental stewardship, and fostering collaborative health and wellness initiatives.

Pillar 3: Strengthen Community Awareness

Connecting residents with health resources, promoting wellness programming, and raising awareness of environmental health factors and community beautification opportunities.

Pillar 4: Diversify Funding Streams

Supporting the development of diversified funding sources, coordinating grant application processes, and contributing to sustainable revenue strategies that strengthen organizational capacity and program expansion.

QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree or equivalent experience at a community-based organization
- Two years of experience in engaging the public preferred.
- Bilingual (English and Spanish) strongly preferred but not required.

REQUIRED SKILLS AND COMPETENCIES

The specific personal traits required to accomplish the essential duties of this job successfully include:

- Considerable knowledge of community organizing and engagement practices
- Ability to establish and maintain cooperative relationships.
- Effective verbal and written communication skills.
- Culturally competent; able to work with a diverse workforce and client population.
- Professional integrity; excellent work ethic.

- Able to manage competing priorities, excellent organizational skills and good time management.

PHYSICAL AND TRAVEL REQUIREMENTS

- Availability to work flexible schedule including evenings and weekends with potential local and out-of-town travel required.
- Ability to operate a motor vehicle.
- Prolonged periods of sitting at a desk and working on a computer.
- Prolonged periods of walking and standing.
- Must be able to lift-up to 20 pounds at times.

COMPENSATION

- Salary commensurate with experience; \$45,000 to \$50,000 annually
- Fifteen days of paid time off to start (Prorated during first year of employment)
- Holiday pay including New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Juneteenth, the week of Fourth of July, Labor Day, Election Day, Thanksgiving, the Friday after Thanksgiving, and Christmas Day plus the days between Christmas and New Year's Day.
- Employer contribution to 403(B) retirement program after 1 year of employment. Employer will provide a 50% match to the Employee's contribution up to a maximum of 3% of the employee's annual salary.
- Competitive health insurance offered with employer contribution.
- Long term disability benefits

TO APPLY

Please send Resume and Cover Letter to info@metrowestcle.org. **No Phone Calls Please. Application Deadline: December 5, 2025 at 5pm.**

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. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

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