



Job Title: Community Engagement Coordinator

Location: Center for Women and Children, Coeur d'Alene, Idaho

Status: 30 hours per week

#### Responsibilities

- Seek and respond to requests for speaking engagements supporting UGM/CWC
- Seek and respond to requests for tours of UGM/CWC
- Develop awareness of UGM/CWC with churches, clubs, organizations and agencies
- Identify, initiate, and deepen relationships with various community agencies
- Seek and respond to media interview requests regarding UGM/CWC
- Represent UGM at selected community relations events in the community
- Organize and participate in community events, as well as support in CWC events
- Perform other duties as assigned/approved by the Development Director and CWC Director

#### Required Qualifications

- Willingness to work some variable shifts to ensure coverage
- Strong interpersonal skills
- Ability to speak to large and small groups of people
- Ability to work well with a diverse group of staff and volunteers
- Ability to communicate effectively with supporters directly, over the phone and through notes/letters
- Excellent organization and planning skills with the ability to self-manage and multitask, keeping multiple projects moving forward
- Ability to use automated systems for keeping records up to date
- Ability to provide tours of UGM facilities and interact with small and large groups
- Ability to coordinate with local media outlets to promote UGM/CWC stories

#### Preferred Qualifications

- 2 to 5 years experience working in a community/public relations role
- Strong computer skills, including Microsoft Word, Excel, and PowerPoint

Compensation: Competitive wages (depending upon education and experience)

Must be committed to the Christian faith and comply with drug-free and tobacco-free policy. Those qualified to join our team can enjoy a rewarding work environment and competitive wages. Please submit a letter of interest and resume to:

UNION GOSPEL MISSION  
teri.munson@uniongospelmission.org  
Human Resources, 1224 E Trent Ave., Spokane, WA 99202  
Fax: 509-535-0315