



Position Description

Community Coordinator - Community Resilience Hub

APPLICATION AND HIRING TIMELINE INFORMATION

To apply for this position you should submit a [KWU Employment Application](#), cover letter, resume/curriculum vitae, three references, teaching philosophy, and your salary requirements. Please email your application materials to hr@kwu.edu.

In your cover letter please pay special attention to matching your actual qualifications to the required qualifications listed in this Job Description. Make sure you reference the position title on the subject line of your email. No phone calls please.

The timeline for filling this job is:

- Applications will be taken until job is filled.
- Interviews will begin when qualified applicants are identified and continue until the job is filled.
- The job starts as soon as possible.

KWU is an Equal Opportunity Employer and encourages diversity in employment. We will check references of past employers and personal references. We will acknowledge receipt of your application as soon as we receive it.

ADMINISTRATIVE INFORMATION

POSITION TITLE: Community Coordinator

POSITION'S MAJOR OFFICE: Office of the President

MAJOR OFFICE RESPONSIBILITIES: The purpose of the President's office is to identify and achieve the University's vision and goals, thus ensuring the University's long-term success and survival. Major responsibilities include 1) identifying and articulating the University's long and short-term vision and goals, 2) ensuring development of the strategic and tactical plans necessary for the University to achieve its vision and goals, 3) ensuring the identification and selection of the people needed to effectively and efficiently execute the strategic and tactical plans of the University, and 4) broadening and enhancing the resources and reputation of the University in order to ensure the University's continued success.

POSITION'S DEPARTMENT: Community Resilience Hub (CRH)

POSITION'S DEPARTMENT RESPONSIBILITIES: The purpose of the Community Resilience Hub is to lead the continuing development of initiatives in the areas of education, action and advocacy, creating and developing a place where change agents come together, engaging urgent social issues through education, individual and collective action to nurture local and global resilience.

POSITION'S DIRECT SUPERVISOR: CRH Campus Coordinator

DATE POSITION LAST REVIEWED OR ANALYZED: February 2022, revised by CRH Campus Coordinator, reviewed by the President and CEO.

POSITION EMPLOYMENT STATUS: Temporary full-time (3 years), Hourly, At-Will.

POSITION INFORMATION

POSITION'S SUMMARY: The Community Coordinator will work with internal and external stakeholders to increase community knowledge of CRH initiatives, serving as a liaison between the university and Salina community, representing the Community Resilience Hub and lifting the department in our region. The Community Coordinator is also responsible for the development and financial sustainability of the Community Resilience Hub and will lead the fundraising strategies of the department. Furthermore, the Community Coordinator will lead the Advocacy

area of the Community Resilience Hub, promoting local engagement in civil discourse training, and planning and carrying out the CRH Advocacy Plan, in order to implement CRH's strategy of nurturing community resilience, by increasing local capacity, community cohesion and resources, and decreasing risks, conflict, consumption, and trauma in our community, in an ongoing process of systemic transformation of the educational, operational, financial, and community engagement efforts of the institution toward ecospheric and community restoration amid multiple cascading social and ecospheric crises on the planet.

POSITION WORKS WITH: members of the KWU community (specifically Community Resilience Hub), Common Ground Producers and Growers, St. John's Missionary Baptist Church, Kansas Rural Center, community collaborators, farmers, vendors, and buyers.

POSITION'S STAFF AUTHORITY: None.

POSITION'S BUDGET AUTHORITY: None.

POSITION'S PHYSICAL WORKING CONDITIONS: indoor and outdoor work will be required.

- Climate controlled office as well as field work. Standing, sitting, stooping, walking, seeing, hearing, keyboarding, filling, planning, executing plans, and other similar physical motions and activities are a usual part of the job.
- Market coordinator - involves work loading and unloading food, placing it in storage.

POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS: None

POSITION'S EQUIPMENT: Computer and software, university phone system, university networks and email systems.

POSITION'S WORK SCHEDULE: Hybrid (remote/campus), 40 hours per week and may include some evenings and weekends.

POSITION'S TRAVEL REQUIREMENTS: On campus presence as in agreement with supervisor and other state, regional, national, and international travel as approved by supervisor.

POSITION DUTIES AND PERFORMANCE STANDARDS

POSITION'S ESSENTIAL DUTIES:

- Community Coordinator (50%), duties include, but are not limited to:
 - Participating as a thought-partner in the Community Resilience Hub's strategy planning and implementation.
 - Serving as community liaison, to increase CRH knowledge and buy-in locally, coordinating with volunteers, students, and internal and external stakeholders as requested by his supervisor.
 - Leading CRH's development - managing fundraising efforts such as grant searching process and upcoming opportunities, as well as crafting a social enterprise plan to bring revenue, with the goal of CRH being economically sustainable.
 - Leading CRH's Advocacy area, coordinating civil discourse trainings, developing the KWU Let's Talk initiative to bring the community inside the Campus, and crafting CRH's Advocacy Plan.
 - Serving as Market Coordinator for the LFPP grant.
- Market Coordinator (50%), The Market Coordinator will work closely with Common Ground Producers and Growers and St. John's Baptist Church, as well as serve as a liaison with farmers in the Salina area. Duties include, but are not limited to:
 - Gaining knowledge of the CGPG procedures and practices.
 - Gaining knowledge of St. John's storage facility procedures and practices.
 - Maintain ongoing communication with LFPP project partners – CGPG, St. John's Baptist Church, and KRC.
 - Manage produce flow at St. John's storage facility in Salina.
 - o Keep track of deliveries, how much produce is being moved.
 - o Keep track of local farmers involved with the project.
 - Assist in deliveries and, when possible, produce pick-ups.
 - Track all information needed for grant reporting purposes.

Position's performance measures and standards: Actual performance standards (goals) for each measure will be set in consultation with the position holder, and quarterly performance reviews will be scheduled with their supervisor.

POSITION QUALIFICATIONS

EDUCATION:

- Minimum required: Bachelor's degree

CERTIFICATION/LICENSES:

- Valid driver's license

WORK EXPERIENCE: Community engagement, project coordination, recruitment and coordinator of volunteers, fundraising experience preferred, management of shipping and receiving preferred.

KNOWLEDGE, SKILLS, ABILITIES, AND ATTITUDES – KSAA'S:

- Demonstrable grant-writing experience.
- Demonstrated ability to use planning and scheduling software, preferably Outlook.
- Demonstrated ability to manage and maintain physical and electronic files.
- Demonstrated professional oral and written communication skills, especially in creating, composing, and editing written materials.
- Demonstrated ability to manage effectively and friendly interpersonal and working relationships in a team setting.
- Demonstrated ability to prioritize multiple and sometimes conflicting projects and responsibilities.
- Demonstrated problem solving and abstract thinking skills.
- Demonstrated ability to produce high quality work while working independently.
- Demonstrated ability to maintain a high degree of confidentiality.
- Demonstrated alignment with the mission and vision of KWU and CRH.
- Demonstrated proficiency in using Word and Excel.
- Demonstrated punctuality and reliability in attendance.

NOTICE OF SPECIAL POSITION OR EMPLOYMENT REQUIREMENTS

1. This job description is not designed to cover or contain a comprehensive list of all duties and results to be performed in this job. Duties and performance standards may be added, subtracted, and/or changed by your supervisor at any time due to changes in department or university requirements.
2. Unless exempt due to an employment contract signed by the President of Kansas Wesleyan University, all employees of Kansas Wesleyan are to be considered as an "at-will" employee.
3. All employees of Kansas Wesleyan University are considered to be "responsible employees" pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. In order to fulfill its mission as a Christian institution, preference in hiring shall be given to persons who can affirm the Institution's mission.
5. All "offers of employment" are subject to a criminal background check prior to employment.