Community Engagement Coordinator

Job Title:	**Community Engagement Coordinator | Utah Volunteer Center**
Classification:	**Up to 30 hours per week, part time, non-exempt, hourly**
Location:	**Utah Volunteer Center** (includes on-site activities, community meetings, and regular evenings/ weekends. Final hours and schedule will be agreed upon before appointment).
Reports to:	Volunteer Center Manager

About the Organization

Days for Girls International (DfGI) is an award-winning non-profit that has reached more than 4 million women and girls in 145 countries on six continents with quality, sustainable menstrual care solutions. With a mission to "Create a World Where Periods Are Never a Problem", we are working to shatter the stigma and limitations associated with menstruation by reaching six million people by 2029, providing access to menstrual health education, products, and advocacy by supporting the life-cycle of the menstrual experience at school, work, home, and in times of crisis. Our core values guide everything we do, including hiring decisions. These include:

- **Locally-led, Globally Connected**: Those closest to the problem are closest to the solution.
- **Menstrual Dignity for All:** Inclusive, community-centered approach to generational change.
- **All About the Data:** We listen, learn & evaluate to create innovative programs.
- **Make it Happen:** Responsive, sustainable solutions to meet menstrual needs now & in the future.
- **Joy-fueled:** We bring joy to our work and celebrate every cycle.

DfG is an equal-opportunity employer that values diversity, equity, and inclusion. We do not discriminate on the basis of race, ethnicity, religion, national origin, sexual orientation, gender identity, age, marital status, veteran status, or disability status. Women, BIPOC, and LGBTQIA2S+ people are strongly encouraged to apply.

Position Description

The Community Engagement Coordinator is responsible for building and strengthening relationships throughout the community to help the DfG Utah Volunteer Center grow, thrive, and meet its programmatic objectives. Through active community engagement, this position develops partnerships with businesses, influencers, volunteer organizations, and local supporters to generate consistent volunteer participation, service opportunities, donations, and broader support for the Days for Girls mission. The Coordinator also plans and oversees major annual events and social media efforts.

An important part of the role is creating a welcoming, engaging Volunteer Center where people feel connected to the mission, valued for their contributions, and inspired to return and bring others with them. Work includes on-site activities, community meetings, and occasional evening or weekend events (typically 1–2 times per week). Final hours and schedule will be agreed upon before appointment.

Key Responsibilities

Volunteer Recruitment & Engagement

- **Build and maintain strategic volunteer partnerships.** Establish and nurture relationships with university professors, national honor societies, Just Serve coordinators, and other volunteer organizations. Develop these relationships into ongoing sources of volunteer support to ensure the Utah Volunteer Center has the consistent volunteer base needed to sustain operations and meet program demands.

- **Recruit and build a strong team of regular, weekly volunteers.** Lead efforts to recruit and retain **60–90 active weekly volunteers** across the Utah Volunteer Center's teams: Intake Team, Shop Team, Service Events Team, Special Events Team, Social Media Team, and Corporate & Community Partnerships Team. This goal reflects regularly participating volunteers, separate from individuals and groups who participate in one-time service events.
- **Recognize and appreciate volunteers.** Plan and carry out quarterly volunteer appreciation events for regular volunteers. Coordinate in-kind gifts, service awards, donated items, and appreciation dinners to recognize their contributions and help volunteers feel valued and connected to the Days for Girls mission.

Community & Local Business Relationships

- **Develop community and business partnerships.** Identify, cultivate, and maintain relationships with community groups, local businesses, and potential sponsors to expand participation and financial support for Days for Girls.
- **Develop corporate service opportunities.** Build and maintain a pipeline of corporate partners to support a goal of **eight corporate service events per month**, with accompanying donations, in coordination with Development and the Utah Volunteer Center Manager.
- **Manage community engagement and bookings.** Guide the process from initial inquiry through booking and event preparation, ensuring timely communication, clear expectations, and a positive experience for each group.
- **Coordinate event logistics and preparation.** Coordinate event bookings, group requirements, schedules, and commitments with the Utah Volunteer Center Manager to ensure the center is prepared to deliver a welcoming, organized experience.
- **Recruit and coordinate a Corporate and Community Partnerships volunteer team.** Establish monthly meetings, clear outreach assignments, and consistent follow-up. Provide direction and oversight to the team in identifying and securing corporate sponsorships and in-kind donations, including items for volunteer recognition.
- **Maintain positive relationships with neighboring businesses.** Coordinate shared-space needs and practical concerns with the Utah Volunteer Center Manager.

- Regularly attend Days for Girls International Development Team meetings.

Influencer Relationships & Events

- **Develop influencer relationships.** Identify, cultivate, and maintain positive relationships with Utah-based social media influencers.
- **Develop influencer-hosted service opportunities.** Build and maintain a pipeline to support a goal of **eight influencer-hosted service events per month**, with accompanying donations, in coordination with Development and the Utah Volunteer Center Manager.
- **Create an exceptional influencer experience.** Create a streamlined process for influencers engaging with the DfG Utah Volunteer Center, ensuring a positive experience from initial inquiry through planning and the event itself. Build relationships that encourage influencers to return, share their experience with their audiences, and recommend the Volunteer Center to other influencers.

Community Events

1. **Develop and maintain a community events calendar.** Create a calendar featuring a variety of community-based service projects (e.g., youth groups, mother-daughter events, date nights, etc.), with events planned and scheduled **3–6 months in advance**.
2. **Engage the community to fill the calendar.** Actively engage community groups to maintain a healthy mix of new and returning volunteer groups.
3. **Streamline the volunteer registration process.** Create an efficient process for volunteer groups to learn about and register for service opportunities.
4. **Create a well-coordinated volunteer experience.** Work with the DfGI Development Team to create a thoughtful experience—from the initial interaction and arrival at the Volunteer Center through the service project, departure, and post-event thank-you and follow-up.
5. **Continuously improve the volunteer experience.** Regularly evaluate and improve the systems and processes that support community events and the overall volunteer experience.

Special Events

- **Plan and coordinate two major annual events.** Lead the planning and execution of two major annual events that raise awareness, attract new supporters, and generate revenue through sponsorships and community participation.
- **Recruit and lead the Special Events Volunteer Committee.** Establish a volunteer committee to support the planning and execution of the two major annual events. Define clear roles and responsibilities, establish timelines, and hold regular planning check-ins. Provide direction, guidance, and oversight to keep the committee engaged, organized, and moving forward.
- **Coordinate event logistics and collaboration.** Oversee all event logistics, sponsorships, promotion, media opportunities, and fundraising activities in coordination with the Volunteer Center Manager and the Development and Communications teams.
- **Evaluate and strengthen events.** Review event results, fundraising outcomes, and participant feedback to identify opportunities for improvement. Build and maintain positive relationships with sponsors, community partners, and supporters to encourage continued involvement and support.

Social Media & Communications

- **Lead the Social Media Volunteer Team (3–5 people).** Provide direction and oversight to the team and ensure the continued growth and success of the Utah Volunteer Center's Instagram account. Coordinate the capture and sharing of photos, videos, volunteer stories, and center updates, securing appropriate permissions and working with the Days for Girls International Communications Team on content.
- **Maintain an active and engaging local social media presence.** Follow approved brand guidelines and content calendars while creating and sharing local content that attracts volunteers, promotes events, and celebrates volunteer participation and impact.
- **Identify and pursue local media opportunities.** Build relationships with local media, identify opportunities for coverage, and coordinate outreach. Work in partnership with Days for Girls International and, when appropriate, collaborate on social media posts and broader communications efforts.
- **Stay connected with the International Communications Team.** Regularly attend Communications coordination meetings and maintain ongoing communication

to ensure local social media efforts are aligned with broader organizational messaging and priorities.
- **Track and report social media performance.** Monitor and report weekly growth and engagement metrics, identifying trends and opportunities to strengthen reach, engagement, and overall account growth.

Leadership & Culture

- **Provide strong, consistent leadership.** In partnership with the Utah Volunteer Center Manager and Shop Coordinator, help establish, maintain, and continually strengthen the culture, operations, and overall effectiveness of the Volunteer Center.
- **Keep the Volunteer Center moving toward its objectives.** As part of the Volunteer Center Leadership Team, meet weekly to review objectives, discuss challenges, problem-solve, and think creatively about solutions and opportunities.
- **Continuously improve.** Regularly evaluate systems and processes, looking for opportunities to make things better, more efficient, and more effective. Take initiative in implementing improvements.
- **Create a vibrant, welcoming community hub.** Ensure the Volunteer Center has a positive, inclusive, and mission-aligned culture. Everyone who walks through the doors should have a positive experience, feel part of the Days for Girls community, and have the opportunity to experience the joy of service and make a tangible difference in the lives of girls around the world.
- **Protect and champion our inclusive, nonpartisan culture.** Days for Girls is nonpolitical and nonreligious, bringing people together around a shared commitment to transforming how the world understands and experiences menstrual health. In a world where so much divides us, the Volunteer Center is a place where people from all walks of life can come together in service of something we can all believe in: ensuring every girl has what she needs to thrive. The Community Engagement Coordinator plays an important leadership role in ensuring everyone feels welcome, included, and connected through our shared mission.

Qualifications & Experience

- Experience bringing people together through community engagement, events, volunteer coordination, fundraising, or relationship development.
- A welcoming approach that helps people feel included, valued, and excited to contribute.
- Confidence reaching out to businesses, community groups, and influencers, and turning introductions into lasting relationships.
- Strong organizational skills, with the ability to carry an event from the first conversation through the final thank-you.
- Clear, thoughtful communication and dependable follow-through with volunteers, sponsors, and colleagues.
- Experience guiding volunteer teams and helping people put their strengths and ideas into action.
- Comfort creating social media content and sharing stories that connect local participation to global impact.
- Initiative, creativity, and a collaborative spirit, with a willingness to try new approaches and learn from feedback.
- Enthusiasm for Days for Girls' mission and for creating meaningful opportunities for people to give back.