

UW HEALTH JOB DESCRIPTION

COMMUNITY RELATIONS COORDINATOR

Job Code: 320050	FLSA Status: Exempt	Mgt. Approval: J. Aulik	Date: December 2023
Department: System		HR Approval: B. Haak	Date: December 2023

JOB SUMMARY

UW Health fulfills its community service mission by focused partnerships across its service area centered on community health improvement and diversity, equity and inclusion. The Community Relations department manages these hundreds of relationships and executes UW Health's charitable giving program. The Community Relations Coordinator has responsibility for day-to-day administration of UW Health's contributions and community engagement projects. As part of the community relations cross-functional team, the coordinator builds relationships with community organizations. The coordinator contributes to internal and external communications about community relations.

The position is part of the UW Health community relations team including local government relations and has strong internal cross-functional connections to marketing and communication; diversity, equity, and inclusion; population health; and other departments with community-facing work.

MAJOR RESPONSIBILITIES

- Receive written requests for funding from community partners
- Coordinate input from cross functional team to make decisions on funding requests
- Notify community partners of funding decisions and handle subsequent payment of donations
- Track and maintain log of funding requests
- Foster and maintain relationships with non-profit and community leaders
- Support organizational and community priorities through UW Health's charitable giving
- Activate sponsorship benefits and event fulfillment such as brand recognition and representation
- Organize participation in community activities including leadership involvement and employee engagement
- Coordinate community-related projects such as UW Health's annual holiday drive and employee charitable giving campaign
- Assist with internal and external communications to highlight community partnerships related to community health improvement and DEI initiatives
- Facilitate required reporting on community activities, working cross-functionally across the system to collect necessary data and information
- Support diversity, equity, and inclusion efforts across our system and in the community
- Support community health improvement initiatives guided by identified needs and strategies
- Maintain knowledge of current trends and best practices in corporate giving programs and community initiatives

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	Bachelor's degree in Health Care Administration, Public Health, Social Work, Business Administration or related field. Four (4) years of relevant experience may be considered in lieu of degree in addition to the experience below.
	Preferred	
Work Experience	Minimum	<ul style="list-style-type: none"> • Three (3) years of community-engaged work in any sector including healthcare, non-profit agency, business, volunteer, or government institution • Experience in program or project administrative experience
	Preferred	<ul style="list-style-type: none"> • Experience in any of the following: healthcare, public health, population health, non-profit work, grant-making, or subject matter knowledge related social determinants of health
Licenses & Certifications	Minimum	
	Preferred	

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Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none">• Strong orientation to customer service and demonstrated customer service skills and ability to work with a diverse group of people.• Effective and prompt communicator, both verbally and in writing, to both internal and external constituents• Proficiency in common business computer applications such as the MS Office Suite• Knowledge of non-profit and corporate giving trends.• Ability to manage frequent changes in duties and volume of work.• Ability to manage multiple concurrent activities.• Excellent organizational skills.• Ability to work collaboratively across UW Health entities and disciplines• Track record demonstrating ability to function independently and as a team member.• Ability to work in a hybrid work environment• Ability to work some nights and weekends in person• Understanding of DEI principles and practices			
PHYSICAL REQUIREMENTS					
Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>					
Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time	
X	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible	
	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight	
	Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#	
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#	
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#	
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:					

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.