

2026-2027 Member Position Description



Partner Organization Name: United Way of Acadiana

Corps Member Position Title: Volunteer & Program Outreach Coordinator

Supervisor: Dana Young

Days/Hours of Service: M-F 8-4:30

Physical Location: 215 E. Pinhook Road, Lafayette, LA 70506

Organization Mission and/or Goals:

United Way of Acadiana is committed to serving Acadia, Iberia, Lafayette, St. Martin, Iberia, and Vermilion parishes. United Way fights for the health, education, and financial stability of every person in our community.

Our mission: to unite people and organizations with passion, expertise, and resources to create more opportunities for a better life.

Our vision: an educated, prosperous, and safe Acadiana where all individuals and families are empowered to achieve their full potential.

Program Mission and/ or Goals:

The neighborhood surrounding the newly opened Jefferson Market is in a historical food desert. The purpose of creating a Volunteer & Program Outreach Coordinator role is to improve access to healthy food while serving as a community liaison between the neighborhood residents and the United Way resources.

The Volunteer & Program Coordinator will provide opportunities for nutrition education, community programming, partnerships with local organizations, volunteer engagement, and innovative initiatives that address the social determinants of health.

United Way of Acadiana is committed to building strong community partnerships that improve health outcomes, increase food security, support local businesses, and strengthen neighborhood connections.

Member Position Summary:

The Volunteer & Program Outreach Coordinator will help transform the Jefferson Market neighborhood into a welcoming community destination that increases access to healthy food while strengthening neighborhood partnerships and community engagement. By expanding programming and building

relationships with community organizations, the member will increase opportunities for residents to improve health, nutrition knowledge, and overall well-being.

This position operates in a professional office environment. This role routinely involves standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines. Occasionally, a corps member might be asked to carry/transport heavy items up to 40lbs.

Regular activities include:

- Assisting with planning and coordinating community events held in the Jefferson Market neighborhood.
- Supporting development of nutrition education, cooking demonstrations, and wellness programming.
- Building relationships with nonprofit organizations, healthcare providers, schools, local farmers, businesses, and volunteers.
- Assisting with community outreach and marketing efforts to increase awareness of United Way programming.
- Supporting volunteer recruitment and coordination for outreach events and initiatives.
- Helping coordinate partnerships that improve healthy food access and address the social determinants of health.
- Assisting with documenting outcomes and collecting community impact data
- Supporting implementation of future Healthy Communities Innovation Lab initiatives.

Member Impact:

Short-Term Goals

- Coordinate community outreach efforts.
- Support planning of cooking demonstrations and nutrition education programs.
- Recruit volunteers for market events.
- Build relationships with community organizations interested in partnering with the United Way.
- Assist with development of marketing materials and social media content.

Long-Term Goals

- Increase community participation in Jefferson Market Neighborhood programming.
- Expand partnerships with healthcare providers, schools, nonprofits, and local businesses.
- Develop a sustainable volunteer engagement strategy.
- Support implementation of Healthy Communities Innovation Lab initiatives.
- Improve awareness of healthy food resources available within the community.
- Assist with measuring community impact through participation and program data

Essential Functions of Position Include:

- Coordinate communication with volunteers, community partners, and program participants.
- Assist with planning community events, educational workshops, and health-related activities.
- Support marketing and publicity efforts through social media, newsletters, flyers, and community outreach.
- Represent United Way at community meetings and outreach events.
- Assist with coordination of nutrition education and healthy living programming.
- Track participation data.
- Create and maintain program documentation and outreach materials.

- Assist with evaluation of community engagement activities.

Skills, knowledge and trainings the corps member should expect to gain from this position

The Corps Member should expect to gain a variety of skills, knowledge, and trainings including:

- Community engagement and outreach
- Event planning and coordination
- Volunteer recruitment and management
- Public speaking and relationship building
- Social media and nonprofit marketing
- Partnership development
- Program planning and implementation
- Food security initiatives
- Social determinants of health
- Community health partnerships
- Cross-sector collaboration

Ideal Candidate Qualifications

- Strong communication and interpersonal skills.
- Excellent organizational and project management abilities.
- Interest in community engagement, public health, nonprofit leadership, or event planning.
- Comfortable speaking with community members and building relationships.
- Basic computer skills (Microsoft Office, Canva, social media platforms preferred).
- Ability to work independently and collaboratively.
- Creative thinker who enjoys helping develop new ideas.
- Willingness to learn and take initiative.
- This position operates in a professional office environment. This role routinely involves using standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines. Occasionally, a corps member might be asked to carry/transport heavy items up to 40lbs
- Reliable transportation to travel throughout the five-parish service area (mileage reimbursement provided).