

United Way of Kenosha County
5500 6th Avenue, Suite 210
Kenosha, WI 53140
Office: (262) 658-4104



YOUTH OPPORTUNITY COORDINATOR (TEMPORARY WITH PART-TIME CONTINUATION)

Part-Time | May 2026 – June 2027

- **25 hours/week for 8-12 Weeks, May – July 2026 (in-person)**
- **Transitioning to 15 hours/week, August 2026– June 2027 (hybrid) | Salary \$18-\$20/hr**
- **Not a benefits eligible position**

Position Summary

United Way of Kenosha County is seeking a detail-oriented and community-driven Youth Opportunity Coordinator to support key initiatives during a maternity leave coverage period. This role will begin at approximately 25 hours per week, providing support across marketing, events, and education programming.

Upon the return of the current staff member, the position will transition to approximately 15 hours per week through the end of the school year, with a focused scope supporting education initiatives only. Flexible scheduling may be available based on organizational needs.

This is a dynamic role ideal for someone who enjoys a mix of program coordination, event support, and creative communications work.

Key Responsibilities – Maternity Coverage

(Approx. 25 hours/week for 8-12 Weeks, May – July 2026, in-person)

Marketing & Communications

- Support social media planning, content creation, and posting
- Create marketing materials using Canva (flyers, social graphics, reports, etc.)

- Assist in the development and design of the annual report
- Help draft and schedule email communications and community updates via Contact Contact

Events & Community Engagement

- Provide planning and execution support for key events, including:
 - Live United Spectacular Gala
 - Legacy of Giving Event
- Assist with logistics, website, vendor coordination, day-of event support

Education Program Support

- Assist with coordination of education initiatives, including Dolly Parton's Imagination Library, Readers Are Leaders Summer Program, and Born Learning
- Support volunteer coordination and communication
- Help track program participation and data

Key Responsibilities – Post Maternity Coverage

(Approx. 15 hours/week – August 2026– June 2027, hybrid)

Focus: Education Initiatives Only

- Support ongoing implementation of education programs, including Dolly Parton's Imagination Library, Readers Are Leaders, Read Across Kenosha, and Born Learning
- Assist with volunteer coordination and communication
- Help track participation, data collection, and program outcomes
- Provide general administrative support related to education initiatives
- Support social media planning, content creation, and posting

- Create marketing materials using Canva (flyers, social graphics, reports, etc.)

Qualifications:

- Strong organizational skills and attention to detail
- Excellent written and verbal communication skills
- Experience with Canva and social media platforms preferred
- Ability to manage multiple projects and meet deadlines
- Passion for community impact, education, and nonprofit work
- Experience in event planning or program coordination is a plus
- Valid Driver's License, Car Insurance, and Vehicle for transportation
- Smart phone for social media editing and posting capabilities

Why Join Us?

This role offers a unique opportunity to make a meaningful impact in the Kenosha County community while gaining hands-on experience in nonprofit programming, events, and communications. You'll work alongside a passionate team dedicated to improving outcomes in education, financial stability, and health.

Additional Requirements

Final candidates must pass a background check and drug screening prior to employment.

Please submit your resume to info@kenoshaunitedway.org