

Position: Engagement Coordinator

The Grail—the Loveland, Ohio-based national headquarters of an international women’s movement—is seeking an Engagement Coordinator to build for the future. The Engagement Coordinator will develop and implement an annual community-facing engagement plan to encourage interaction with non-members through a variety of pathways in order to achieve Grail mission short- and long-term goals.

The Engagement Coordinator will provide short-term supervision for volunteers, interns, Crew, and other staff for purpose of carrying out specific projects. They will also collaborate with staff, members, volunteers, relevant professionals, partners, and community members in order to achieve goals.

The Grail is committed to becoming an anti-racist institution at all levels and the efforts of this position will reflect and advance that commitment

ABOUT THE ORGANIZATION

The Grail is an international movement of women in 21 countries worldwide. Each country runs independently. This position is based at the US Grail national headquarters outside Loveland, OH. US Grail members live in over 70 communities across the US. Called by our spiritual values, The Grail envisions a world of peace, justice, and renewal of the earth, brought about by racially and ethnically diverse women working together as catalysts for change.

The Grail in the U.S. empowers women to work for world transformation by:

- building bridges among diverse faith traditions and spiritual paths
- advancing peace, justice and a world free from military dominance
- fostering international exchange and solidarity
- challenging economic systems that put at risk the most vulnerable, especially women and children
- becoming an anti-racist Grail and challenging systemic racism in society
- creating communities for a sustainable future
- celebrating the arts as a means for personal and societal transformation

Visit The Grail’s website for more information: <https://www.grail-us.org/>

WHAT THE ENGAGEMENT COORDINATOR WILL DO:

1. The Grail is committed to becoming an anti-racist institution at all levels and the efforts of this position will reflect and advance that commitment
2. Develop and implement annual community-facing engagement plan to set/meet short- and long-term goals. The plan could include attending community events, speaking at schools, and social media.
3. Implement volunteer management best practices including recruitment, updates, 360 feedback, appreciation, etc.
4. Manage Crew initiative from recruitment to 360 feedback, including scheduling, payroll, tasks, session-leader recruitment, and development of over-arching vision to meet goals
5. Respond to all inquiries for volunteering, internships, Crew, and/or Learning Lab modules in a prompt and professional manner
6. Coordinate with staff to keep an up-to-date list of volunteers, tasks needed, including deadlines, instructions, tools/equipment, skillsets necessary.

7. Track volunteer data in DonorPerfect and produce quarterly reports on volunteer hours and tasks illustrating how well-set goals are being met with suggested course corrections as needed
8. Create and distribute related content via website, social media and print media using Constant Contact
9. Represent The Grail at outreach events and member-organization meetings and events
10. Assist in writing grant letters of inquiry and applications, and the management of grants meeting their specific guidelines including measurable goals and final reporting
11. Other duties as assigned

WE ARE SEEKING SOMEONE WHO:

- Demonstrates experience— work, volunteer, or lived—with the core responsibilities above
- Excels in a work culture that prizes both collaboration and self-directed efforts
- Demonstrates support for the mission and vision of The Grail as a movement of women
- Is organized and flexible, with the ability to establish priorities and manage deadlines
- Has exceptional communication and people skills, especially in a public space
- Brings creativity and energy to planning and implementation

PRACTICALITIES

This position is Non-Exempt Full Time with the opportunity for flexible remote work much of the year. However, The Grail, as a movement of women, values collaboration, and community so there is an expectation of regular onsite hours.

The Engagement Coordinator will report to the U.S. Executive Director as part of a small National Office staff (3 ft and 2 pt staff) based outside Loveland, Ohio with typical schedule of 9am-5p, Monday-Friday. However, there will be great flexibility in setting the schedule that best meets the abilities of the Engagement Coordinator tied to continued proven achievement of goals. By the nature of the position, evening, early morning, and weekend times should be expected.

This is an office-based position that is mostly sedentary, however, during the summer months (May through August) a main responsibility is oversight of the Crew—a work and leadership initiative for young women ages 14-22—which will involve the ability to access 70+ acres of property. The current workspace is up one flight of stairs but can be moved if needed.

This position's wage begins at \$18.00 hour, with bi-weekly pay. Medical Insurance is provided with this position contributing a percentage of cost not to exceed the Department of Labor ACA recommended affordability threshold (currently 8.39% of annual income) and the organization contributing the rest. Dental and Vision Insurances are optional with employee paying all costs.

The Grail offers 10 paid holidays (5 set and 5 floating) each year. This position adds vacation PTO at the rate of 3.08 hours per pay period (which equals 10 days in years 1-3) and sick PTO at the rate of .31 hours per pay period (which equals 8 days in years 1-3).

The Grail is an equal opportunity employer and considers all qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or veteran status. We are committed to providing a workplace that is inclusive and values diversity, and we encourage candidates from all backgrounds to apply.