



# EMPLOYEE CAMPAIGN COORDINATOR

LIVE UNITED

### Your Mission

Your role as an Employee Campaign Coordinator provides a critical link between United Way and your co-workers. Through your communication, organization and leadership skills, you enable your co-workers to join in a fight to combat our community's greatest challenges.

### Employee Campaign Coordinator Tasks

- Work closely with your President/CEO and Campaign Ambassador to develop an effective campaign plan
- Recruit an enthusiastic team of co-workers to assist in the campaign
- Attend the Campaign Training & Bus Tour on August 29 8 a.m. - 2 p.m. to learn more about United Way and gather ideas for your campaign
- Coordinate the distribution and collection of campaign materials
- Coordinate kickoff and recognition events
- Promote the campaign throughout your company
- Schedule a campaign presentation(s), an opportunity for your co-workers to learn more about United Way
- Attend United Way kickoff events and special events
- Invite EVERYONE in your company to give
- Encourage volunteerism among your co-workers
- Thank your donor and volunteers
- Publicize your campaign results
- Complete your campaign by giving United Way your final report
- Evaluate and make recommendations for next year

### Benefits of being an ECC

- Showcase your leadership skills
- Network with colleagues at various levels of your organization
- Learn more about our community and United Way
- Receive United Way training and network with ECCs from other companies
- Get involved with creating last change and a better community for all

### SUPPORT FROM UNITED WAY

United Way Campaign Ambassadors are available year-round to help you implement successful campaign strategies. Campaign Ambassadors assist with campaigns from August to December.

- Participate in planning meetings with you and your campaign team.
- Coordinate a United Way speaker at company campaign meetings and events.
- Bring fresh ideas to invigorate your campaign.
- Answer questions about United Way from you and/or you co-workers.
- Arrange pick up of campaign proceeds.
- Bring energy and enthusiasm to you employee campaign.

