

# REACH OUT A HAND TO ONE INFLUENCE THE CONDITION OF ALL

## Employee Campaign Coordinator Job Description

**Title:** Employee Campaign Coordinator (ECC)

**Objective:** Enable your co-workers to participate in creating a stronger community by planning, organizing and coordinating a successful United Way workplace campaign within your company.

**Report to:** Your Company's CEO

### Responsibilities:

- ❖ **Promote** the campaign throughout your company.
- ❖ **Educate** your co-workers about United Way.
- ❖ **Make a gift yourself.** It is always easier to **ask** others to join you in giving.
- ❖ **Make your company campaign fun!**
- ❖ **Report** back to your United Way staff any questions or concerns.
- ❖ **Be open to having a rewarding professional development experience.**