

Community Resource Navigator

Reports to: Executive Director

Location: El Dorado, Kansas

Hours: 30 hours per week

Summary

The Resource Navigator serves as a trusted advocate and connector for community members in Butler County. This role focuses on helping individuals and families access local resources, build long-term financial stability, and improve their overall quality of life. The Navigator provides hands-on support through personalized case navigation, financial education, and community coordination. Additionally, the Navigator will play a key leadership role in establishing and facilitating a Health & Wellness Committee, bringing together community partners to identify gaps, share resources, and strengthen collaboration across the county.

Direct Community Support

- Serve as the primary contact for individuals seeking assistance.
- Work one-on-one with community members to unpack underlying causes of challenges, identifying root issues and addressing multiple factors contributing to instability.
- Create personalized action plans and budgets that promote long-term stability.
- Provide practical financial education and guidance to improve clients' money management and decision-making.
- Maintain a confidential client tracking system and document progress over time.
- Follow up regularly with clients to ensure connections to services are successful and goals are being achieved.

Health & Wellness Committee Leadership

- Establish, coordinate, and facilitate a countywide Health & Wellness Committee with community partners that address health, resource access, and wellness-related needs across Butler County.
- Schedule and lead monthly meetings, ensuring consistent participation from agencies and organizations serving the community.

- Document and track committee discussions, outcomes, and collaborative efforts.
- Identify systemic gaps and opportunities to improve community well-being.
- Report regularly to the Executive Director and United Way Board on progress and community impact.

Community Outreach and Education

- Attend community events, coalition meetings, and partner gatherings to represent United Way of El Dorado.
- Maintain an up-to-date understanding of local services and develop a resource guide within the first year.
- Collaborate with agencies to strengthen referral networks and improve access to services.
- Create at least four monthly social media posts and assist in updating the website to share available resources and United Way initiatives.

Grant Writing and Reporting Support

- Provide timely and accurate program data and client outcomes for grant reports.
- Assist the Executive Director in researching and applying for new grant opportunities, aiming for at least one application per quarter.

Donation Management

- Coordinate Walmart donations, including pick-up, sorting, and distribution to appropriate local organizations.
- Track donations and maintain communication with recipient agencies.

Documentation and Reporting

- Keep accurate, confidential, and organized records of client interactions, community collaborations, and outcomes.
- Provide monthly reports to the Executive Director to inform updates to the United Way Board.

Qualifications

- High school diploma required; Associate's degree preferred.
- Minimum of 1–2 years of experience in case management, social services, education, or community outreach.
- Strong organizational, written, and verbal communication skills.
- Ability to work independently and collaboratively while managing multiple priorities.
- Proficiency in Microsoft Office and Google Workspace; comfort with using social media for outreach.
- Passion for community impact, inclusion, and the mission of United Way of El Dorado.

Work Schedule

- 30 hours per week, schedule to be determined.
- Some evening or weekend hours may be required to meet community needs.

Development Phase

- The first 6–12 months will focus on development and relationship-building.
- Goals and responsibilities will be reassessed at the end of this period to ensure alignment with community needs and organizational capacity.

Pay Range

- Hourly rate of \$17–\$20, depending on experience and fit for the role.

Ready to Apply?

[Click HERE to complete our Application Form](#)

**Once you've completed the form, email your resume to:
unitedwayofdorado@outlook.com**

