

Fostering an Equitable, Engaged, Empowered Community

CONTRACT OPPORTUNITY: **Oral Health Iowa Coordinator**

Date posted: January 9, 2026	Contract Period: January 2026 through June 30, 2026, with potential for an extension beyond June 2026.
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- Interested individuals are asked to please send a summary of related work experience and a letter of interest to: erin.davison-rippey@unitedwaydm.org
- For more organizational information, please visit www.unitedwaydm.org
- For more information about Oral Health Iowa please visit:
<https://www.unitedwaydm.org/impact/initiatives/oral-health-iowa>

Summary: The Oral Health Iowa Coalition Coordinator will oversee the coordination and execution of the coalition's activities, ensuring the successful implementation of coalition committee work and smooth communication between stakeholders. The coordinator will work closely with coalition leaders and members, oral health professionals, community partners, and public health organizations to promote oral health initiatives across Iowa.

Oral Health Iowa is a coalition governed by individuals representing various broad sectors that impact oral health in the state of Iowa. The coalition focuses on advocacy on relevant and timely issues, education and information on trends and best practices in oral health and a connection point for oral health experts, providers, and practitioners to empower those in Iowa to improve their quality of life.

- **Compensation:** \$38.00 per hour, not to exceed \$15,000 for the contract period.
- **Contract period:** January 2026 through June 30, 2026, with potential for an extension beyond June 2026.

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- **Hours:** Average 15 hours per week; varies throughout the year. Some flexibility with schedule outside of set coalition meetings.
- **Location:** Remote with occasional in-person meetings.

Scope of Work:

- Coordinate and facilitate coalition meetings, including scheduling, agenda preparation, and minutes.
- Maintain communication with coalition members, ensuring timely updates and follow-up on action items.
- Assist in the development and implementation of strategic plans to advance oral health initiatives in Iowa.
- Organize two in-person coalition meetings for large group settings and conduct virtual sessions for specific topic groups.
- Organize outreach and advocacy efforts to promote oral health awareness.
- Manage coalition communications, including newsletters, emails, and social media updates.
- Track coalition progress, compile reports, and support grant writing as needed.
- Foster relationships with OHI members, including community partners, public health organizations, and stakeholders.
- Ensure compliance with all funding and reporting requirements.

Qualifications:

- Experience in project coordination/project management.
- Strong organizational and communication skills with ability to maintain professionalism in all communications.
- Demonstrated attention to detail while maintaining a clear vision of overall project objectives.
- Experience with coalition-building, collaborative initiatives or board management preferred.
- Experience in or knowledge of oral health, public health or related field is preferred.
- Proficiency in Microsoft Office Suite, Google Workspace, Canva, and/or similar digital tools.
- Ability to travel in the central Iowa area and access to own transportation.



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If you are an individual with a disability, or are assisting someone with a disability, and require accessibility assistance or accommodation to apply for this, please call 515-246-6516.