

United Way of Morgan County is seeking an Independent Contractor to provide Facilitation and Implementation Guidance for the Health and Wellness Action Team. The facilitator will guide team members towards productive interactions and help to foster a positive atmosphere conducive for growth and change. Proposals due to Director@mcunitedway.org by 5 pm, January 15, 2026.

- **Facilitator Duties and Responsibilities**

Job Brief

We are looking for a skilled Facilitator to guide our teams and individuals towards achieving their goals. The Facilitator's responsibilities include guiding group discussions, encouraging active participation from all members, and ensuring each participant's viewpoints are considered.

Our ideal candidate is an expert at encouraging open communication, managing group dynamics, extracting valuable insights from discussions and using those insights to help move the team forward. Ultimately, the role of the Facilitator is to foster a collaborative environment that encourages innovation, problem-solving, and effective decision-making.

The Health and Wellness Action Team meets for 1 to 1 ½ hours per month. Members of the team may plan additional committee meetings that could require facilitation. The responsibilities include facilitating meetings, structuring and debriefing meetings as part of the monthly planning process.

Responsibilities of the facilitator include:

- Designing and planning the group process, and selecting the tools that best help the group progress towards their goals. Assisting the H&W Team in defining and achieving their goals.
- Collaborating with United Way staff and when appropriate, team members to plan and prepare for facilitated sessions
- Facilitating effective and engaging meetings, workshops, and discussions
 - Guiding the group through the agenda, ensuring that all voices are heard, and that the group stays on task
 - Encouraging active participation and ensuring all viewpoints are considered

- o **Developing a safe and inclusive environment that encourages open communication**
- o **Encouraging participation and cooperation among group members**
- o **Managing group dynamics and helping resolve conflicts**
- **Monitoring the progress of the group and adjust plans as necessary. Implementing methods to evaluate the effectiveness of meetings or workshops**
- **Summarizing the results of the session, and planning follow-up steps. Documenting outcomes and follow-up actions**
- **Providing feedback to participants and stakeholders**
- **Staying updated on facilitation techniques and industry trends**

Qualifications

- **Proven experience as a Facilitator or similar role**
- **Familiarity with United Ways' Collective Impact Initiative, Growing Together**
- **Familiarity with Missions of the individual Health and Wellness Team members**
- **Familiarity with the current Wellness challenges affecting Morgan County families**
- **Proficient in using various tools and techniques to enhance group discussions**
- **Strong interpersonal and communication skills**
- **Ability to manage group dynamics and ensure an inclusive environment**
- **Experience in project management and team leadership**
- **Excellent problem-solving and decision-making skills**
- **Ability to handle stressful situations and resolve conflicts**

Compensation and work culture:

This is a part time Independent Contractor opportunity. Hourly compensation is \$50 per hour up to 20 hours per month. The contractor is responsible for their own tax payments and there are no benefits associated with this opportunity.

Planning and debriefing can be done remotely. If the facilitator would like to use Office Space at The United Way, work space can be provided.

Tools for meeting facilitation will be provided by The United Way of Morgan County.

All Proposals due to Director@mcunitedway.org by 5 pm, Thursday, January 15, 2026