



HEART & SOUL PROJECT COORDINATOR POSITION ANNOUNCEMENT

TOWN OF MUNSTER, INDIANA

The Position

The Town of Munster, Indiana, is seeking a qualified individual to lead its [Community Heart & Soul®](#) initiative. The Project Coordinator position is a part-time, independent contractor role administered through the Munster Civic Foundation and working in coordination with the Town of Munster. The role supports the implementation of Munster's Heart & Soul initiative and requires collaboration with community stakeholders and Town officials and staff. The position is primarily remote, with attendance at in-person meetings or community engagement activities as needed. For information on the Community Heart and Soul initiative visit legacyfdn.org.

Community Heart & Soul® is a resident-driven engagement process that gathers community input to identify shared values and integrate them into local planning and decision-making. This initiative centers resident voices, collaboration, and long-term community priorities with what matters most to residents.

The Project Coordinator will work under the general direction of the Heart & Soul Core Team of 8-15 people and the Civic Foundation leadership, in coordination with Town of Munster staff. This role requires access to reliable transportation for attending meetings and community events throughout Munster; evening and weekend attendance is required.

Qualifications

Experience with community engagement, public outreach, organizing and working with and coordinating teams, volunteers, and committees. Strong project management and coordination skills. Comfortable using technology, virtual tools, and social media. Excellent communication, facilitation, and active listening skills. Experience with bringing together a wide variety of groups and diverse constituencies to achieve common goals. Experience with a variety of communication technologies, including online formats and social media. Must have access to reliable internet and be comfortable working in a remote, technology-based environment. Must be a resident of the Town of Munster, Indiana.

Compensation

This is a part-time independent contractor position averaging 20 hours per week and is not eligible for employee benefits. Funding is provided through a 2-year grant. Pay rate is \$ 18.00 - \$ 23.00 per hour depending on experience and qualifications.

Application Process

This position is open until filled. Qualified candidates are encouraged to submit a cover letter and resume by email to: civicfoundation@munster.org by February 23, 2026.