

COORDINATOR, COMMUNITY IMPACT



United Way of Erie County

Department: Community Impact
Reports to: Vice President, Community Impact

POSITION SUMMARY

The ***Coordinator, Community Impact*** is an organized, detail-oriented individual. They work with the Vice President, Community Impact; Manager, Community Impact and Director of Education to coordinate all aspects of United Way's community impact work.

This person is directly involved in supporting Community Schools and Raising Readers and understands United Way's role as the backbone organization for these collective impact initiatives. They provide administrative support to department staff, conduct research and generate reports to support departmental objectives.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

ESSENTIAL FUNCTIONS

Administrative Support

- Coordinates on-and-off-site meeting logistics: scheduling, sending invitations and receiving reservations.
- Takes meeting notes.
- Develops and/or edits content for newsletters, marketing materials and social media posts.
- Updates Community Schools and Raising Readers templates and toolkits.
- Organizes and manages departmental files and documents.
- Composes and prepares various forms of correspondence (letters, memos, etc.)
- Coordinates logistics for site visits and conferences.
- Supports the coordination and execution of signature United Way events.

Data and Reporting

- Researches and aggregates data.
- Drafts issue summaries/briefs.
- Supports the revision and formatting of needs assessments.
- Supports the development and regular updating of a data and outcome "dashboard" for United Way initiatives.

- Serves as a liaison to the Resource Development and Marketing Departments, providing data and success stories collected by the Community Impact Department.

REQUIRED EDUCATION

- Bachelor's degree.

PREFERRED EXPERIENCE

- At least two years' relevant experience preferred.

REQUIRED SKILLS

- Proficiency in the use of personal computers.
- Adept at using Microsoft Office products and custom software.
- Ability to multi-task and work on multiple projects concurrently.
- Excellent written and verbal communication skills.
- Ability to analyze and interpret research data.
- Understands outputs, indicators and outcomes and recognizes the importance of each to our organization, donors and community.
- Proven ability to express human service programs in an outcomes-based format.
- Ability to understand and promote the implementation of the Community School model in various Erie County school districts.
- Ability to establish and maintain strong effective working relationships.
- Ability to work cross-functionally to advance progress toward and achieve goals.
- Has project management experience and ability to track multiple projects and meet deadlines.
- Ability to work under pressure, adapt to change and solve problems.
- Empathy and understanding of those in need or at risk.
- Ability to leave a personal agenda aside for the common good.

PHYSICAL REQUIREMENTS

- Worker must frequently talk, hear, and use typical office equipment.
- Worker sits most of the time; routinely required to walk and travel by car.

WORK ENVIRONMENT

- Primarily works in climate-controlled office-based setting.
- Position may require worker to commute to offsite locations to complete business.