COMMUNITY IMPACT COORDINATOR

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

POSITION SUMMARY

The **Community Impact Coordinator primarily** provides administrative support to department staff. They are an organized individual with strong interpersonal and written/oral communication skills. They work with the Vice President of Community Impact, Community Impact Managers 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.

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.
- Organizes and manages departmental files and documents.
- Composes and prepares various forms of correspondence (letters, memos, etc.)
- Supports the development, revision and formatting of Community Schools and Raising Readers documents, reports, templates and toolkits.
- Supports the coordination and execution of signature United Way events.
- Coordinates logistics for site visits and conferences.
- Contributes to content for newsletters, marketing materials and social media posts.
- Serves as a liaison to the Resource Development and Marketing Departments, providing data and success stories collected by the Community Impact Department.

EDUCATION

- Bachelor’s degree required.

EXPERIENCE
● At least two years’ relevant experience preferred.

REQUIRED SKILLS

● Excellent written and verbal communication 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.
● Understands outputs, indicators and outcomes.
● 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.
● 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.
● May be required to work remotely during the COVID-19 Pandemic per official state/local guidance.
● Position may require worker to commute to offsite locations to complete business.