

## COMMUNITY IMPACT COORDINATOR

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

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### ORGANIZATIONAL OVERVIEW

United Way of Erie County is a local social impact organization focused on breaking the cycle of poverty in our region.

Our Vision is that the Erie region is a collaborative community of opportunity where ALL students succeed and ALL families thrive.

At United Way of Erie County, we value the differences of ideas, experiences and individuals without regard to race, religion, color, gender, nationality, sexual orientation, physical challenge or age. We believe we are strongest when we are most inclusive.

### 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.

This person is directly involved in supporting Community Schools and understands United Way's role as the backbone organization for this collective impact initiative.

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

### ESSENTIAL FUNCTIONS

#### **Administrative Support**

- Coordinates on-and-off-site meeting logistics: scheduling, sending invitations and receiving reservations.
- Takes meeting notes.
- Coordinates the legal agreement processes for the community schools which includes updating, tracking and maintaining the following:
  - Partnership MOUs
  - Subcontractor agreements

- Impact Investment Process agreements
- Any other needed documents or agreements
- 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 documents, reports, templates and toolkits.
- Coordinates department supply purchases.
- 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 and Communications Departments.
- Supports the coordination and distribution of in-kind donations to the Community Schools.
- Provides initial and ongoing technical support to new and existing department staff.

## **EDUCATION**

- Bachelor's degree preferred.
- Meaningful experience will be considered in lieu of degree(s).

## **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**

- Communicates with staff, donors, volunteers and clients, where appropriate.

- Positions self to use office equipment.
- Access to reliable transportation.

### **WORK ENVIRONMENT**

- Primarily works in climate-controlled office-based setting.
- Position requires worker to commute to offsite locations to complete business.
- Position is permitted to work remotely up to two days per week with approval from supervisor.