



Community Impact Strategy Support Coordinator

Department: Community Impact
Reports to: Director of Data and Evaluation

ORGANIZATIONAL OVERVIEW

United Way of Erie County (United Way) 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, 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 Strategy Support Coordinator is an organized, strategic and results-driven individual. As a member of the Community Impact Department, this position coordinates United Way's internal funding strategy for Community Schools and assists the Data and Evaluation Team with administrative tasks and data entry.

This position reports to the Director of Data and Evaluation.

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

ESSENTIAL FUNCTIONS

Community Schools

- Coordinates United Way's internal funding process for the Community School Model in partnership with the Data and Evaluation Team.
 - Coordination includes developing and revising process frameworks; distributing and collecting applications; vetting applications for effectiveness and alignment; coordinating all logistics and serving as a point of contact for community school directors throughout the funding cycle.
 - Drafts and distributes written updates on funding process to staff and partners as needed.

- Works with Community Impact staff to ensure subcontractor and partnership alignment within the funding process.

Data and Evaluation

- Supports the data collection and tracking efforts of the Data and Evaluation team through data entry, administrative tasks and coordination of reports and surveying processes.

External Relations

- Represents United Way on various community and professional bodies as necessary, and at United Way and other community events.
- Cultivates, manages and/or maintains positive, productive relationships with board members, volunteers, community and business leaders, investors, stakeholders, vendors, donors and community partners.
- Is visible in the community as a United Way professional, especially with diverse groups.

EDUCATION

- Bachelor's degree or equivalent experience in non-profit evaluation or coordination
- Meaningful experience will be considered in lieu of degree(s)

EXPERIENCE

- Three-five years of professional experience preferred.

REQUIRED SKILLS

- Recognizes and understands program level and community level outcomes.
- Ability to understand and promote the implementation of the Community School Model in various Erie County school districts.
- The ability to multi-task, track multiple projects and meet deadlines.
- Adept at using Microsoft Office products and custom software.
- Excellent attention to detail that ensures quality data entry.
- Ability to analyze and interpret data.
- Excellent written and verbal communication skills.
- Demonstrates active team participation and interpersonal skills.
- 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, volunteers, and clients.

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

WORK ENVIRONMENT

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

Salary Range: \$39,000-\$44,000