

## **UNITED WAY OF SOUTHWESTERN INDIANA POSITION DESCRIPTION**

<b>Position:</b>	<b>Community Impact Coordinator</b>
<b>Department:</b>	<b>Community Impact</b>
<b>Immediate Supervisor:</b>	<b>Director of Community Impact</b>
<b>Job Classification:</b>	<b>Non-exempt, Full-time</b>

### **Purpose and Scope of Job:**

The role of the Community Impact Coordinator is to support United Way of Southwestern Indiana's community impact work by; providing oversight for the internal programs; supporting volunteers and other community partners engaged in our work; developing relationships within Warrick and Spencer Counties; supporting community impact by participating in community initiatives and serving as an active member of the Community Impact team.

### **Essential Responsibilities**

Facilitate internal programs, which includes:

- Provide project management oversight and execution for standardized program models
- Build and sustain relationships with key stakeholders and volunteers
- Collaborate, disseminate marketing materials for programs
- Purchase inventory & supplies for programs
- Provide simple audits on internal programs

Data collection and analysis:

- Identify, track and collect needed program data
- Create and maintain program reports including key program data
- Manage relationships with program evaluation consultants
- Enter and manage ongoing program data

Provide day-to-day task oversight for volunteers/interns or contractual staff as needed:

- Assist in recruitment of volunteers, interns and contract staff
- Assist in creation and implementation of volunteer training; selection of job duties for volunteers, interns or contractual staff based upon their individual skill sets
- Create and maintain volunteer staff schedules as well as record volunteer hours

Represent United Way in community collaboratives and/or ongoing committees

- Attend community meetings, trainings and workshops as required
- Build and maintain relationships with key partners for educational initiatives
- Remain knowledgeable of community trends, needs, and gaps
- Participate in planning and execution of awareness days, events and community awareness activities

Support Community Impact activities:

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Assist with other CI initiatives and events as needed  
Assist with United Way grant evaluation as needed  
Assist with United Way grantee report summaries as needed

### **Core Competencies**

- Strong organizational skills
- Project management
- Relationship management/customer service orientation
- Ability to work independently to execute key tasks
- Excellent communication skills both written and verbal
- Problem-solving, analytical, and critical thinking
- Upholds the highest ethical standards

### **Qualification Requirements**

- Bachelor's degree from accredited four-year college or university in related field. Will consider candidate with associates degree and 4+ years of directly related experience
- Ability to prioritize work, handle multiple tasks and follow-up to ensure responsibilities are fulfilled
- Proven experience in database and spreadsheet analysis required
- Proficient knowledge of computers and experience utilizing Microsoft Office applications (i.e. Outlook, Word, Excel, Access and PowerPoint)
- Must be able to work occasional evening hours to support program activities/events
- Valid Driver's license and required minimum insurance coverage
- Travel or Transportation Requirements – local meetings as required. Occasional annual UW or related conference attendance as determined by supervisor.

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### **Physical Requirements:**

While performing the duties of this job, the employee is occasionally required to sit, stand, walk, drive/operate a car, lift and carry bags and boxes of approximately 20 pounds; talk or hear, read, use hands to finger, handle or feel objects, reach with hands and arms; climb stairs, stoop, kneel, or crouch, type, operate a computer, copy machine, and/or other office equipment.

By signing this job description, I understand the nature and basic expectations of the position as defined by, but not limited to, the information outlined above.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. This job description is not intended to be all-inclusive. It is understood that the employee will also perform responsible related business duties if required by the immediate supervisor or Chief Executive Officer. Job descriptions are reviewed periodically and may be revised if deemed necessary. This job description is not a written or an implied contract.