

JOB DESCRIPTION

Job Title: Community Impact Coordinator
FLSA Status: Exempt, Full-Time
Salary: \$40,000 yearly salary with benefits
Date Revised: November 7, 2023
Send Resumes: jilm@cauw.org

Summary of Job: This position is responsible for supporting the community impact programs and collective impact initiatives of Capital Area United Way (CAUW). This position will provide administrative support to the department while working with internal programs, supporting volunteers, community partners and stakeholders. This position is an active and vital member of the Community Impact Team.

Reporting Relationships: Employee reports to the Vice President of Community Impact.

Work Schedule: Monday through Thursday: 8:00am to 5:00pm
Friday 8am till Noon

Must be able to work a flexible schedule, which may include early mornings, evenings, and weekends

Other Key Relationships:

External: Community Partners, Volunteers, Donors/Stakeholders, and Non-Profits

Internal: All CAUW Staff especially those on the Community Impact team

Skills and Qualifications:

- Bachelor's Degree or Associate Degree from an accredited college or university, preferred
- 2 to 4 years of experience in the non-profit business sector, preferred
- Possess excellent analytical, organizational, interpersonal and communication skills, both written and verbal
- 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 (examples: Outlook, Word, Excel, Access, PowerPoint, Sophia, and ANDAR)
- Must have a valid driver's license and automobile insurance. Both need to be maintained.

Essential Job Functions: through employee's own efforts:

- Organized, strong interpersonal skills, written/oral communication skills and primarily provides administrative support to department staff.
- Effectively works to coordinate all aspects of CAUW community impact work and by working with internal programs, volunteers, community partners and stakeholders.
- Provides support and represents CAUW at cross-functional events to develop relationships within the 10-parishes we serve.
- Must possess excellent analytical, organizational, interpersonal and communication skills, both written and verbal
- Attend Community meetings, training and workshops
- Coordinate and maintain the Speakers Bureau schedule and all documentation
- Serves on the CAUW team in answering the phone and directing the caller to the proper staff member, 211 or taking a message
- Purchase inventory & supplies for programs
- Collaborate, disseminate marketing materials for programs.
- Purchase inventory & supplies for programs
- Provide simple audits on internal programs.
- Data collection and analysis: Become proficient in using Data Tracking software to identify, track and collect needed program data.
- Create and maintain program reports including outcomes.
- Ability to prioritize work, handle multiple tasks, and follow-up to ensure responsibilities are fulfilled.
- Proven experience in database and spreadsheet analysis required.

Additional Job Functions:

- Oversee progress on assigned projects.
- Assist in cross-functional activities and events in support of CAUW's mission such as fundraising events and workforce campaign presentations and activities.
- Serve on ad hoc committees as required.
- Represent CAUW's brand in a positive manner in all aspects of personal dress, behavior, and communications.
- Liaison between departments to keep team informed and on track to meet deadlines.
- Strives to evaluate and implement continuous improvement to processes, while maintaining quality throughout the organization.
- Travel both by car and air could be necessary from time to time.
- Assist with policy analysis and advocacy efforts as needed.
- Assist with CI product development as needed.
- Assist in recruitment of volunteers and interns as needed.
- Collect and verify contractual staff hours, timesheets, etc.
- Facilitate Outreach to the communities we serve.
- Represent CAUW at community meetings, training courses and workshops as required.
- Serve as a CI contact, when needed.
- Assist with focus area grants and programming.

- Remain knowledgeable of community trends, needs, and gaps.
- Participate in planning and any execution of awareness days, events, and community awareness activities.
- Provide support with other CI initiatives and events as needed.
- Perform other duties and responsibilities as directed.

Competencies:

- **Strategic Community Collaborator:** engage diverse stakeholders to assess community needs accurately and effectively with credibility, authenticity and humility that strategically guides CAUW to contribute to the community's priorities. Knowledge of outcomes, our community, and the mission of CAUW.
- **Effective and Engaging Communicator:** effective and passionate communicator with ability to articulate the CAUW message in a way that inspires others to act in service to the organization and community.
- **Critical Thinking, Analytical, and Creative Problem Solving:** ability to address and manage complex issues to achieve desired results including ability to gather, interpret and use relevant data to drive strategy development, make decisions and drive for results. Project Management
- **Planning and Implementation** leads with confidence and provides leadership in coordination and by taking the initiative in planning and developing initiatives within impact areas to achieve results that drive collective community outcomes. Proven Presentations Skills. A true Team Player
- **Embracing and Managing Change:** champion and facilitate change to ensure long-term community sustainability by adapting successfully to changing needs while maintaining positive relationships with all constituents, internal and external.
- **Strategic Thinking and Planning** – Ability to think long-term, tying together the current operations with a more long-term focus.

General Physical Requirements:

- **Sedentary Work:** Employee is required to exert up to 20 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Walking and standing are required only occasionally, and all other sedentary criteria are met.
- **Physical Activities:**
 - Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

- Talking: Expressing or exchanging ideas by means of the spoken word. Activities must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Hearing: Perceiving the nature of sounds at normal speaking levels or without correction. Ability to receive detailed information through oral communication and make fine discriminations in sound.
- **Visual Acuity:** Employee is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or expansive reading.
- **Working Conditions:** Employee is subject to both inside and outside environmental conditions. Employees must drive to and report to various locations to perform work. Some non-standard work hours and weekends are required.