

United Way
St. Croix Valley



Position Title: Community Impact Coordinator

Reports to: Community Impact Director

Type of Employment: Non-Exempt, PT, 15-20 hours week / \$15.00 - \$18.00

Position Overview:

The Community Impact Program Coordinator assists with ongoing program operations. Responsibilities include coordinating daily program operations and providing overall administrative support for the John Coughlin Food & Resource Center, Family Friendly Workplace and Success By 6 program. In addition, coordinate, train and schedule volunteers for community impact programs and events. This position requires 3 days a week, 5 hours a day, in the office, with 5 flexible hours, as needed.

RESPONSIBILITIES:

- Provide overall administrative office support and coordination for community impact programs; including and not limited to; scheduling meetings and volunteers, recording of meeting minutes, and ability to effectively communicate with stakeholders
- Coordinate overall food distribution to food pantries; monthly food, food rescue, donations, etc.
- Assist with the solicitation and collection of various program donations – cash & in-kind
- Collect, compile and report data for evaluation of UWSCV Community Programs
- Assist with Community Impact Grants process; prepare contracts, mailings, partner orientation
- Assist in physical improvements/updates to JCF&RC
- Help coordinate various volunteer and programmatic events/activities throughout the year
- Represent and take minutes at UWSCV community meetings/networks that impact the areas of Education, Health and Financial Stability; present information and updates as needed
- Provide administrative support for the Family Friendly Workplace Certification program & Success by 6 program
- Assist with the development and implementation of new programs and/or special events and activities, including research, planning, logistics, and volunteer scheduling
- Coordinate and train individual and group volunteers

Secondary Functions

- Provide support for UWSCV fundraising activities and events
- Other duties as assigned

Qualifications

- Ability to multi-task; strong organizational/planning skills and attention to detail are critical
- Excellent written and oral communication skills
- Ability to work with diverse groups, including staff team, board members, product donors, volunteers and external stakeholders; excellent people skills
- Strong computer skills with expertise in Windows and Microsoft Office

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable an individual with disabilities to perform the requisite essential functions.

While performing the duties of this job, the employee will be required to use equipment such as the telephone, computer, fax machine, scale and copy machine. The employee is also frequently required to use hands to finger, handle or feel and reach with hands and arms, and to talk and hear. This position requires sitting, standing and lifting for long periods of time but may require the ability to walk, stoop, squat or drive various periods. Must be able to lift/move objects up to 35 lbs. Visual acuity and manual dexterity required for typing and computer use.

Please submit cover letter and resume by June 27, 2017 to:

United Way St. Croix Valley
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