

United Way of Marion County Job Description

DATE: September, 2020
POSITION TITLE: Community Impact Coordinator
REPORTS TO: Director of Community Impact

Exemption Status: Full- time, non-exempt

Position Objective:

To support the implementation of the Goals/Objectives/Strategies adopted by the United Way Board of Directors; continuous improvement of the Education, Financial Stability and Health Vision Councils efforts to address identified community needs.

Job Relationship:

External: Interact with volunteers, associated committees, United Way partners, other United Way organizations. Internal: Interact with all staff and volunteers.

Primary Job Responsibilities/Duties:

Community Impact

- Provide support for all Vision Councils' activities (including but not limited to preparing agendas, confirming speakers, sending meeting reminders, updating rosters and email groups)
- Managing the software for United Way's grant funding process (e-CImpact) used by applicants, volunteers and staff, including training, implementation and ensuring data integrity
- Identify community agencies and coordinate application process for Funded Partners
- Assist the Director of Community Impact in the oversight and support of the organizations' internal initiatives
- Assist with management of the administrative process of the county's FEMA/EFSP award
- Provide administrative support for community partnerships as directed by the Director of Community Impact
- Represent United Way at public events and promote resources as necessary
- Other duties as assigned

JOB REQUIREMENTS

Education: College Associates degree preferred

Experience:

Background working with non-profit agencies, project management and administrative support. Minimum of 3 years experience preferred.

Knowledge and Skills:

Communication Skills; both written and verbal
Organizational Skills
Tracking Grant Reporting
Project Management
Volunteer Management
Competence in Microsoft software products