

COORDINATOR OF COMMUNITY IMPACT JOB DESCRIPTION

- Our Mission Uniting our community to empower people in need.
- Our Vision Improved lives through strategically convening community partners to create measurable social change.
- Our Strategy Utilizing data from the ALICE (Asset Limited, Income Constrained, Employed) Report, we work to meet the greatest needs in our community by
- Assessing needs
 - Setting priorities
 - Bringing together resources
 - Measuring results

POSITION SUMMARY

The Coordinator of Community Impact serves as the primary lead on United Way’s community impact work. Driving change on the inside and outside of the organization, they will have an opportunity to impact the way we approach funding priorities, strengthen our relationships with local service providers, fully integrate the ALICE Project into all areas of our work and connect volunteers to meaningful service opportunities. The Coordinator will join a dynamic, collaborative team that is committed to living united, inside and out.

QUALIFICATIONS:

- Experience working with a diverse group of stakeholders from the nonprofit and business community, with a genuine commitment to inclusivity
- Experience managing and recruiting volunteers
- Strong interpersonal communication and multi-tasking skills
- Excellent written and verbal communication skills
- Organizational and time management skills
- Understanding of and desire to learn more about the Harrisonburg and Rockingham County community
- Experience with group presentations and providing training and technical assistance
- Proficiency with Microsoft Office Suite
- Understanding of and/or willingness to learn the basics of construction to support Build United

JOB RELATIONSHIPS:

- Reports to: Executive Director
- Supervise: Build United Campus Compact AmeriCorps VISTA and additional student interns

ESSENTIAL FUNCTIONS/DUTIES:

Empower Harrisonburg Rockingham (coordinated referral network)

- Strategically recruit new partners to join Empower HR (<https://uwhr.org/EmpowerHR>), a collaborative referral network that utilizes a software platform from Unite Us (<https://uniteus.com/>)
- Provide ongoing support to current Empower HR network partners
- Work with Executive Director and Unite Us to analyze community-level data collected and overall usage of the software

Support Organizational Growth

- Support work of the board, executive committee and staff to conduct equity audit on both internal and external operations of the organization

Build United

- Support Campus Compact AmeriCorps VISTA in leading the Build United Advisory Board and subsequent committees
- Support Campus Compact AmeriCorps VISTA in building capacity of Build United initiative
- Coordinate with Director of Business Engagement to engage skilled and nonskilled volunteers

Community Partner Grants and Support

- Coordinate all aspects of grant review process including:
 - Recruit and train volunteers to review grant applications
 - Manage all aspects of online application system
 - Provide technical assistance to applicants
- Manage communication with funded community partners (nonprofits that receive grant funding from United Way) and facilitate annual site visits

Events and Volunteer Coordination:

- Manage volunteer project requests from outside groups and organizations
- Stuff the Bus: coordinate annual school supply drive with local school systems
- Day of Caring: coordinate 50+ projects- set-up, volunteer placement and needed supplies
 - Work in collaboration with Director of Business Engagement to match volunteers with appropriate projects
- Work with event partners to coordinate public forum for candidates for local elected positions

Advocacy

- Coordinate ALICE Coalition meetings with Executive Director. The ALICE Coalition is a group of community leaders from all sectors with a common interest in supporting and advocating for ALICE to move toward greater financial stability.
- Work with executive director to identify areas for advocacy for both the organization and the ALICE Coalition to determine local, state and federal policies that impact ALICE

Collective Impact Initiatives

- Provide direct support to We Read to Succeed, including management of summer reading parties (canceled for 2020), book distributions, literacy-based data collection and other We Read to Succeed events
- Work with Director of Business Engagement to facilitate community tours

ESSENTIAL CHARACTERISTICS:

- Commitment to equity in all aspects of our work, both internally and externally
- Willing to take risks
- Takes initiative
- “All hands on deck” attitude toward work in a small office environment
- Demonstrates a commitment to and passion for a collaborative approach to change

- Ability to work smart and improve efficiencies
- Demonstrates a high level of integrity in all aspects of work and relationships
- Demonstrates a commitment to learning and professional growth
- Superior organizational skills
- Focus on learning with an ability to incorporate feedback into work and performance

JOB REQUIREMENTS:

- Status: Full-time; Nonexempt
- Must be available for evening and weekend hours as required to support events
- Must have valid driver’s license and provide personal vehicle
- Must be able to communicate effectively in English

COMPENSATION:

Salary Range: \$34,000 - \$38,000

Competitive Benefits Package, including access to medical, dental and vision insurance, group disability and life insurance and paid-time-off

APPLICATION INSTRUCTIONS:

Interested applicants should submit a resume, cover letter and three professional references (name, relationship to, email and phone number) to Laura.ToniHolsinger@uwhr.org no later than July 6th. Applications will be reviewed upon receipt.

Please note that if you are seeing this on Indeed.com, you will still need to email materials directly to the email address listed above. DO NOT apply via the Indeed “Apply Now” button as those applications have the potential to get lost or sent to a spam folder.

United Way of Harrisonburg and Rockingham County is committed to fostering, cultivating and preserving a culture of diversity and inclusion. Our staff, Board of Directors, and volunteers are the most valuable assets we have. The collective sum of the individual differences, life experiences, knowledge, innovation, self-expression, unique capabilities and talent that our staff invest in their work represents a significant part of not only our culture, but our reputation and organization’s achievement as well. United Way of Harrisonburg and Rockingham County is an Equal Opportunity Employer and is committed to pursuing equity in all aspects of our work. All applicants will be considered for employment without regard to race, color, religion, gender, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws.

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As of the release of this position description in June 2020, United Way staff are all working remotely until further notice. The successful applicant will be expected to follow the same protocols until the full staff returns to the office. Remote technology access is provided for all staff.