

**COMMUNITY IMPACT COORDINATOR 3
 JOB DESCRIPTION**

Position Title:	Community Impact Coordinator 3
Reports To:	Director of Community Impact & Operations
Type of Position:	Full-time; Permanent
FLSA Status:	Exempt

Role: The Community Impact Coordinator 3 works directly with the impact team and the Director of Community Impact to coordinate internal UWYC programs and support community efforts that share UWYC goals.

Coalition Coordination (50%): This position provides backbone support and coordination to empower community coalitions and efforts. Current coalitions include Best Beginnings (early childhood), Continuum of Care (housing and homelessness), and disaster preparedness groups. The position will also include basic participation and support for Substance Abuse Connect and Healthy By Design coalitions as well as others as needed. Specific duties and responsibilities include but are not limited to:

1. **Administration:** Basic administrative duties such as scheduling meetings and taking minutes.
2. **Capacity Building:** Support coalition success through activities such as planning, member recruitment, relationship management, data collection, grant writing support and more.
3. **Communication:** Maintain effective communication among coalition members.
4. **Project Support:** Assist coalitions with developing and implementing projects and events.
5. **Emerging Opportunities:** Identify and respond to emerging opportunities for new coalition development.

Montana 211 Coordination (20%): Montana 211 is a statewide resource directory that connects persons in need with local resources through a website and call centers. United Way of Yellowstone County (UWYC) manages the website and local database. Specific duties and responsibilities include but are not limited to:

- Coordinate the updating of the local 211 database and assure quality data.
- Supervise and support staff and/or volunteers.
- Create and implement a marketing plan to increase visibility and usage of Montana 211.
- Serve as a UWYC representative for Crisis Stabilization strategies.

UWYC Programs Coordination (20%): The Community Impact Coordinator 3 provides day-to-day operations of assigned internal programs. Current programs include:

1: Bright By Text: Coordinate Bright By Text, a program that provides parenting tips, guidance, and resources directly to the phone of parents with young children. Specific duties and responsibilities include but are not limited to:

1. Promote parent involvement through events, marketing, and partner agencies.
2. Serve as liaison between Bright By Text representative in Denver and partner counties across Montana.
3. Schedule local messages for Yellowstone County and partners in the Bright By Text calendar.
4. Report key data points to funders and county partners.
5. Support grant acquisition, management, and reporting as assigned.

2: Reading Matters (Early Literacy): Manage early literacy projects that help give children a foundation for lifelong learning and success. Specific duties and responsibilities include but are not limited to:

1. Manage the Reach Out and Read Program that provides books and training to pediatricians who support literacy at child visits.
 - a. Ensure all elements of the program are in place including inventory, ordering, and delivery of books as needed.
 - b. Connect pediatricians to training as needed.
 - c. Maintain records and reporting requirements.
2. Coordinate and/or support other book distribution strategies. Recent distribution activities have included a Barnes & Noble book drive.
3. Support reading and literacy activities with CARE Academy.
4. Identify and respond to new opportunities to support literacy.
5. Support grant acquisition, management, and reporting as assigned.

General UWYC Support (10%): Includes other duties as needed to support UWYC operations.

1. Provide assistance as needed to other UWYC programs and personnel, including volunteer engagement.
2. Assist with UWYC Annual Campaign.
3. Represent UWYC at community meetings, agency events and service/civic clubs.
4. Serve as a United Way of Yellowstone County ambassador at all times by communicating the mission and vision of United Way.

DIVERSITY, EQUITY & INCLUSION STATEMENT

Diversity is a core value at UWYC. We are passionate about building and sustaining an inclusive and equitable working environment. We believe every member on our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design and deliver solutions.

Diversity, equity and inclusion are vital to achieving our mission, living our values, and advancing the common good. UWYC is committed to diversity, equity and inclusion within its own organization and the community. The officers, directors, committee members, employees and persons served by UWYC shall be selected in a manner to promote diversity, equity and inclusion and entirely on a non-discriminatory basis with respect to race, religion, national origin, ethnicity, age, gender, gender identity and expression, disability, sexual orientation, veteran-status, familial status, or socio-economic status.

The United Way of Yellowstone County is an equal opportunity employer and adheres to a policy that no qualified person shall be discriminated against because of race, color, national origin or ancestry, age, sex, marital status, or disability in any program or activity for which it is responsible.

QUALIFICATIONS

Education and Experience:

1. Bachelor's degree required.
2. 3 years of experience coordinating programs required.
3. Experience working with volunteers preferred.
4. Experience with federal, state, local government and private grant management preferred.

Skills & Abilities:

1. **Language Skills:** Ability to read, analyze, and interpret professional documents. Ability to write and create documents in a manner that is understandable and organized. Ability to effectively present information and respond to questions. Ability to use effective interpersonal communication skills when interacting with staff, donors, community partners, and others.
2. **Communication:** Excellent skills communicating with diverse individuals and groups.
3. **Reasoning Ability:** Ability to solve practical problems and deal with a variety of variables. Ability to synthesize a large amount of information into concrete needs and action steps. Ability to engage in strategic thinking and planning.
4. **Physical Demands:** The physical demands of the position are representative of those an employee encounters while performing the essential functions of this job. The employee can expect to sit or stand in front of a computer for long periods, extensive use of computer keyboard, ten-key, and phone. General movement around the office for communicating with others, using the copier, and filing. UWYC may make accommodations for those with disabilities to perform the essential functions of the job. The noise level in the work environment is usually low to moderate.

UNITED WAY CORE COMPETENCIES FOR ALL STAFF

- **Mission-Focused:** Catalyze others' commitment to mission to create real social change that leads to better lives and healthier communities. This drives their performance and professional motivations.
- **Relationship-Oriented:** Understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- **Collaborator:** understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- **Results-Driven:** Dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
- **Brand Steward:** Steward of the brand and understands his/her role in growing and protecting the reputation and results of the greater network.

COMPENSATION:

Hiring Salary Range: \$46,000-\$50,000 DOE.



BENEFITS:

United Way offers flexible schedules and a comprehensive benefits package:

- 100% employer paid health/dental/vision premiums
- A minimum of 10 vacation days, 12 wellness days, 11 holidays, and 2 personal days
- 15 paid Summer Fridays off (Memorial Day through Labor Day)
- 403(b) with 5% employer contribution and 5% employer match after the first year
- Flexible spending and dependent care accounts
- Free Childcare at CARE Academy

TO APPLY:

Interested applicants should submit a resume and cover letter via email to Dean Wells, HR Director, unitedway@uwyellowstone.org.