



**United Way of
Yavapai County**

Job Description – Community Impact and Education Coordinator

Position Title: Community Impact and Education Coordinator
Reports To: Executive Director
Pay Range: \$15-17 per hour
Work Schedule: Full-Time 32 hours, Core hours are Monday-Thursday, 8:00 am to 4:00 pm
(Must be able to work a flexible schedule, which may include early mornings, evenings, and weekends. An occasional 40-hour work week during special events and meetings.)

Organization Overview

About United Way of Yavapai County: Our Mission is to unite people, organizations, and resources to improve lives and build strong communities throughout Yavapai County. The United Way of Yavapai County (UWYC) is a dynamic, community building organization serving individuals and families who live in beautiful Yavapai County. We are a collaborative agency driven by people dedicated to our mission! UWYC envisions communities where everyone has the opportunity for a good life: a quality education that leads to a stable job, enough income to support a family through retirement, and resources available for sustained good health. By mobilizing the caring power of communities to advance the common good, we can achieve these goals.

As a community-impact agent, UWYC strives to identify unmet needs and address them by funding programs and networking with experienced agencies. This is best accomplished through outcome-based funding. Once community needs are identified, we partner with local agencies and target funding toward programs that are based on prevention with a focus on creating solutions. We invest in programs considered to be the building blocks of healthy communities.

Key Responsibilities /Essential Functions

To support the needs of the United Way of Yavapai County and our county wide community partners. The major responsibilities of this position include but are not limited to:

- Leading the Collective Impact Coalition to help end homelessness in Yavapai County
- Developing the Veteran Program and Veteran Scholarships
- Overseeing Diversity, Equity, and Inclusion initiative
- Managing the Center for Organizational Excellence

This position will have a variety of people and community agencies to work with and required ability to multitask and communicate with other regularly. Support UWYC's commitment to providing excellent customer service by facilitating communication and relationship-building with diverse community partners and key stakeholders (local organizations, businesses, and individuals). Independently manage multiple tasks and projects with competing priorities and deadlines for the United Way of Yavapai County's office. **Provide leadership and organization in the following areas:**

Collective Impact Lead and Coalition Expansion:

1. The Community Impact and Education Coordinator is responsible for providing program support and education to help end homelessness in Yavapai County. Act as a lead facilitator for the Collective Impact Coalition and committees.
2. Facilitate monthly meetings, create agendas, and complete meeting minutes for agency distribution.
3. Weekly correspondence to Collective Impact members.

4. Create surveys as needed to collect feedback and information from Collective Impact Members.
5. Broaden Collective Impact to ensure a wide range of individuals from across Yavapai County are represented.
6. Continuum of Care facilitator:
 - a. From LCEH (Local Coalition to End Homelessness) sub committee
 - b. Fulfill ADOH deliverables and complete quarterly reports
 - c. Attend quarterly AZBOSCO meetings and Ad Hoc meetings

Veteran Program and Scholarships:

1. Expand the Veteran Program and Veteran Scholarships throughout Yavapai County. Developing relationships with colleges and universities, area veteran support organizations, and other veteran support resources groups.
2. Assist with fundraising efforts for expanding veteran scholarships and program initiatives.
3. Develop and coordinate a veteran volunteer group.
4. Facilitate committee meetings and take meeting notes, present updates at staff and Board meetings.
5. Manage related correspondence and social media with participating schools, scholarship recipients, and all related marketing in collaboration with the VISTA, staff and volunteers.

Diversity, Equity, and Inclusion (DEI):

1. Support / Co-chair with VISTA for committee meetings, curriculum development, facilitating training for staff, Board, and community.
2. Adhere to all United Way Worldwide requirements, standards, and create a strong team to uphold and exercise the principles of diversity, equity, and inclusion. DEI is paramount to how UWYC plans to leverage and unite our county.
3. Provide Finance Manager with deliverables for year-end reporting.
4. Support VISTA with marketing & promotion of DEI initiatives.

Center for Organization Excellence:

1. Lead staff on launching in-person workshops. Development of Phase 2: online learning
2. Create a budget with the Finance Manager
3. Create curriculum development
4. Instructor recruitment and prospecting. Keep database of instructors and workshop resources. Maintain workshop schedules and venues contacts. Provide support for instructors and workshop attendees.
5. Collaborate with Mar-Com on all promotional materials and workshop calendar
6. Manage all enrollments and work with finance on payments
7. Secure meeting spaces and facilitate the day of workshops
8. Oversee needs assessments, surveys, and data analysis.
9. Develop relationships with affiliate partners, Chamber of Commerce, and community stakeholders.

Bagdad and Verde Valley Outreach:

1. Attend community meetings (monthly) and enhance community relations
2. Facilitate specialized workshops in the area and assist with area special events
3. Promote Harness (online fundraising platform) for business & individual giving
4. Assist with the recruitment of donors, employee giving campaigns, business sponsorships, and individual donors. Distribution of support materials for donor relations.

Position Qualifications:

- High school diploma with prior demonstrated administrative success. A bachelor's degree in Nonprofit Management, Business Administration, Education or related field is preferred.
- 3-5 years non-profit experience is preferred.
- Proficiency in Microsoft Windows and Microsoft Office: Word, Excel, Access, PowerPoint.
- Proficiency in social media, Constant Contact, and WIX, is a plus.
- Proficiency in developing and running PowerPoint presentations
- Proficiency in Zoom meeting management and optimizing the various presentation capabilities of Zoom
- Ability to occasionally work outside regular office hours
- Demonstrated experience working with a database, extrapolating data, running reports, and manipulating reports.
- Excellent verbal and written skills required.
- Strong organizational and interpersonal skills required.
- Possess and maintain a valid driver license.

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. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; balance; stoop, kneel, crouch or crawl; talk or hear; The employee must occasionally lift or move up to 40 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Other Duties:

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.
- Travel is minimal and would primarily be local during the business day.

Who We Are Looking For:

We can't do this work alone. We're looking for people who live up to our competencies as an organization:

- **Accountability**: delivering on their commitments and taking responsibility for the outcomes of their actions and decisions
- **Adaptability**: changes with business needs and priorities and open to different and new ways of doing things
- **Influence**: able to gain the support of others for ideas and solutions and promotes the creation of shared mission, vision and values
- **Quality/Attention to Detail**: sets and maintains high quality performance standards, open to continuous improvement, and pays close attention to details
- **Teamwork**: promotes cooperation and commitment to achieve goals and deliverables and willing to share and receive information

Core Competencies Required For This Position:

- Mission-Focused: Catalyze others' commitment 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 towards 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 her/his role in growing and protecting the reputation and results of the greater network.
- Visionary: Confronts the complex realities of the environment and simultaneously maintains faith in a different and better future, providing purpose, direction, and motivation.
- Outward-Turning: Understands the dynamics of local, regional, and national environments, and works on an agenda rooted in the community's own perception of its needs and aspirations.
- Network-Oriented: Values the power of networks; striving to leverage United Way's breadth of community presence, relationships, and strategy.

In addition to the Competencies listed above, this individual must also demonstrate the following:

- Customer Service: builds and maintains excellent customer satisfaction to internal and external customers and goes beyond basic service expectations
- Decision Making: uses sound judgment to make good decisions and considers all facts, goals, constraints and risks before deciding on the most appropriate action
- Initiative: generates ideas for improvement and suggests innovations
- Integrity: maintains confidentiality, shares complete and accurate information and adheres to organizational policies and procedures
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- Interpersonal Skills: gets along and interacts positively with co-workers and others and understands and learns from what others say
- Planning and Organizing: sets priorities, plans and organizes tasks to achieve objectives and allocates and uses resources wisely
- Problem Solving: comes up with appropriate solutions by gathering and organizing all relevant information and identifies cause and effect relationships
- Relationship Building: builds constructive working relationships characterized by a high level of acceptance, cooperation, and mutual respect

United Way of Yavapai County believes culturally diverse governance structures and workforces are assets to UWYC and its participating organizations. UWYC values each person as an individual, promotes the understanding and appreciation of cultural differences, and advocates, encourages, and supports the development and implementation of plans and actions to recruit, retain, develop, and advance people of culturally diverse backgrounds throughout UWYC.

UWYC is an equal opportunity employer and is committed to providing a work environment that is free from unlawful discrimination, harassment, and retaliation. It is the policy of UWYC and the responsibility of every staff member to treat colleagues fairly and in a professional, cooperative manner. It is the policy of UWYC to hire, employ, train, retain, promote, compensate, demote, discipline, terminate, and otherwise treat all staff members and job applicants on the basis of merit, qualifications and competence without regard to race, age, sex/gender, sexual orientation or preference, gender identity or expression, color, national origin, citizenship status, pregnancy, childbirth or related medical conditions, religion, marital status, genetic characteristics, mental or physical disability, veteran status or any other factor protected by law.

Applying To This Position:

Send a cover letter, references, and resume via email to pdemers@yavapaiuw.org

Be sure to type in the subject line of the email: Community Impact and Education Position Interest