



United Way
of Greater Toledo

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| <u>Position Title:</u> | COMMUNITY IMPACT ADMINISTRATOR |
| <u>Department:</u> | COMMUNITY IMPACT |
| <u>Location:</u> | TOLEDO OFFICE – HYBRID (In Person/Remote) |
| <u>FLSA Job Status:</u> | FULL TIME, NON-EXEMPT |
| <u>Salary Range:</u> | \$15 - \$18/ hour |
| <u>Organizational Relationships:</u> | |
| <u>Reports to:</u> | VP COMMUNITY IMPACT |
| <u>Coordinates with:</u> | ALL UNITED WAY DEPARTMENTS AS NECESSARY |
| <u>Date Created:</u> | July 15, 2021 |

STATEMENT OF THE JOB:

Reporting to the Vice President of Impact & Outreach, the Community Impact Administrator is responsible for managing the flow of work within the Community Impact Department. This individual will help support internal staff with necessary administrative tasks to ensure timely completion of projects, appropriate documentation, and other supportive functions. The Administrator will also support external partners through the scheduling oversight, providing necessary information in advance of meetings, and sharing community opportunities through appropriate channels.

The Administrator will work as part of a cross-functional team to support United Way's various impact goals in the areas of Education, Financial Stability, Health and Housing. The Impact & Outreach Department encompasses individuals who oversee United Way's community programming functionalities, engagement strategy, public relations, communications and advocacy outreach.

ESSENTIAL FUNCTIONS:

- Works closely with the Community Impact Department staff to manage the flow of work
- Provide full administrative support for the CI/Advocacy/CAR Departments. This includes scheduling, attending, and hosting meetings, preparing meeting agenda and materials, reserving and preparing facilities, issuing meeting notices and follow ups, taking meeting attendance and notes, and preparation of minutes.
- Generates communication updates to Collaborative and Community Partners
- Processing of invoices and check requests
- Management of Funding Agreements, oversight of investment process scheduling and documentation
- Assistance with compiling information / data about funded partners for the Resources Development Department
- Coordination of community partner requests and special projects
- Independently assumes responsibility for special projects and assignments.

QUALIFICATIONS AND EXPERIENCE:

- Minimum two years' experience in office and administrative procedures is required; Non-Profit/Human Services experience preferred.

KNOWLEDGE / SKILLS / ABILITIES:

- Ability to operate independently, prioritize workload, and manage projects to a successful conclusion.
- Ability to function effectively and efficiently in a fast-paced environment.
- Proficient in Microsoft Office Suite software, including Word, Excel, PowerPoint and Outlook scheduling.
- Excellent oral and written communication skills; including composition, grammar and proofreading.
- Work appropriately and enthusiastically with others and respond appropriately.
- Professional in appearance and manner.
- Forward thinking.

EXPECTED COMMITMENTS

As a representative within the Department of Community Impact, you are expected to uphold our organizational values on diversity, equity and inclusion. To increase access to education, health and financial stability services, we must accurately understand the role in which racism, homophobia, xenophobia, ageism, ableism, classism, etc. has limited a person's ability to receive the health and human services they deserve. This knowledge allows the department to better advocate for those in our community, as well as appropriately tell their stories.

United Way of Greater Toledo is an Equal Opportunity Employer