

UNITED WAY OF THE MIDLANDS

POSITION DESCRIPTION

Updated: 1/20/2023

Position Title: Community Impact Assistant

Department: Community Impact

Supervisor: Community Impact Administrator

Position Status: Regular, Full-Time, Subject to an Annual Review

Job Classification: Non-Exempt

In compliance with the Fair Labor Standards Act, this position is classified as a non-exempt position and the employee is eligible for overtime. Some evening and weekend hours may be required.

POSITION SUMMARY

United Way of the Midlands is the most collaborative, efficient and accountable model for investing in the improvement of the Midlands community. With nearly 70 Community Impact Partners, United Way works to identify and respond to the critical human service needs of Calhoun, Fairfield, Lexington, Newberry, Orangeburg and Richland counties. Funds are raised through workplace campaigns, grant writing and individual donations and are directed to creating generational change by breaking cycles of crisis and empowering people to build their own paths to success. For more information, please visit uway.org.

United Way's Community Impact Department is a dynamic group of professionals working to improve the quality of life in the Midlands. We enlist an extensive network of community partners and volunteers to make lasting change. We manage grant funding and relationship with partners, directly operate community interventions, and provide thought leadership in health and human service content areas.

The Community Impact Assistant will support volunteer Councils, Committees, and Community Impact Directors as assigned in all elements of UWM's Community Impact work to include budgeting/accounting administrative support, administrative support, volunteer support, meeting support, and management of special initiatives. The position reports to the Community Impact Administrator, who oversees departments operations.

ESSENTIAL DUTIES & RESPONSIBILITIES

Administrative Support (approximately 80%)

- Administrative support to include meeting coordination (scheduling and coordinating meetings, making copies and managing virtual meetings), written correspondence, meeting minutes, and volunteer management.
- Administrative support for Partnership process including scheduling agency meetings, meeting minutes, scheduling volunteers, and assisting with written agreements.
- Administrative support for the Blueprint for Leadership and Bridging Columbia programs, including maintaining class rosters, setting up for meetings, processing payments, sending meeting invites, and assisting with graduation event planning.
- Supporting Community Conversations with scheduling, minutes and meeting set-up.
- Tracking inventory and ordering supplies for the Impact Department.
- Preparing check requests, as requested.
- Maintaining records for Department credit card.
- Entering volunteer data into Stratus Live database.
- Staff UWM front desk, as needed.

Project & Grant Management (approximately 20%)

- Manage final report compliance and payment tracking for Emergency Food and Shelter Program. Support Emergency Food and Shelter Board meetings with volunteer rosters, meeting minutes, scheduling, volunteer communication, and meeting set-up.
- Support the federal Continuum of Care program with written correspondence and meeting coordination.
- Assist with distribution of program materials such as brochures for various initiatives.
- Prepare reports, financial expenditure data, and program compliance documentation for grants where UWM is grantee.
- Review, track, and follow-up on reports submitted to UWM.
- Prepare accounts payable and accounts receivable transactions on various grant programs and initiatives.

Other Essential Duties

- Manage and support projects and initiatives as assigned.

REQUIRED & PREFERRED QUALIFICATIONS

Required

- Excellent organizational, interpersonal, communication (oral and written) skills.
- Proficiency in Excel and MS Office family of products.
- Ability to manage various aspects of grants, special projects, and initiatives.
- Candidates must consistently demonstrate the ability to work independently as a member of an impact team.
- Ability to prioritize projects and manage time effectively.
- Demonstrate reliability.
- Ability to develop positive interpersonal and working relationships with various publics, including volunteer networks, UWM staff, human services organizations, schools, faith-based organizations, funders, and supporters.
- Ability to develop and maintain rosters, calendars, filing systems and ensure accuracy, confidentiality, and consistency of filing systems.
- Database analysis skills including demonstrated ability to write reports and build queries.

Preferred

- Bachelor's degree or relevant education and experience in related field.
- Grants development/management experience.
- Non-profits, government, foundation, boards, volunteer management, and/or United Way experience.

Qualified applicants should apply at applicant@uway.org.