

UNITED WAY OF GREATER LAFAYETTE

COMMUNITY IMPACT ASSOCIATE

Reports to: Director of Community Impact
FT/PT: Full-time **Fair Labor Standards Act (FLSA):** E
Send resume and cover letter to: aoshea@uwlafayette.org

Position Overview: The Community Impact Associate will be responsible for managing the implementation of United Way's programmatic work in the Areas of Education, Income and Health- supporting United Way's Cradle to Career Commitment. This position will have direct responsibility for Read to Succeed and Kindergarten Countdown Camp. Additional support will be required for other Education, Income, and Health programs including VITA.

Major Areas of Responsibility/Principal Duties:

- Assist in the development of program implementation plans.
- Promote program excellence by researching best practices and keeping current on relevant local and national issues, providing feedback to the Director of Community Impact and program partners as appropriate.
- Build and maintain partnerships between service providers, the school districts, and other community organizations to fully integrate services and respond to the identified needs of volunteers, students and families.
- Assist with the development of systems to measure, quantitatively and qualitatively, the impact of the strategies of the community outcomes.
- Assist in the development of reports.
- Monitor work groups as necessary to achieve the objectives and provide technical assistance to the program partners to ensure their success in meeting the objectives.
- Follow-up with issues that arise at group meetings, which may include research, linking activities or other committees, or local or state level organizations/initiatives
- Work with the Resource Development and volunteer management staff to create business sponsorships and community support to ensure expansion and sustainability of the initiatives.
- Actively participate in events and activities, demonstrating the ability to be a good colleague and team builder.
- Become knowledgeable about components of organizational excellence, program quality and outcome measurement.
- Work with internal/external resources to help develop and implement effective volunteer strategies to align with programmatic goals.
- Be a staff facilitator in the Harwood Model- Community Conversation process. Gain an understanding of community needs at an individual, school and neighborhood level.
- Perform other essential functions as directed.
- Participate in cross training of Resource Development efforts.

Position Requirements:

- Has Bachelor's degree in a related field.
- Contributes to building a positive team, able to build morale and group commitments to goals and objectives.
- Connection to organization's mission.
- Values diversity of thought, backgrounds and perspectives.
- Integrity/ethics beyond reproach.
- Meets challenges with resourcefulness and good judgment
- Follows instructions, responds to management direction, leads by example.
- Strong written and oral communication skills.
- Prioritizes and plans work activities, uses time effectively.
- Project management skills, develops project plans, coordinates projects; communicates changes and progress.
- Problem solving skills; gathers and analyzes information skillfully; develops alternative solutions.
- Analytical skills, collects and researches data, design work flows and procedures.
- Knowledgeable in EXCEL, Word, Outlook, and PowerPoint.
- Posses a valid driver's license and insured motor vehicle.

Work Environment/Physical Demands: The physical and mental demands of this position are representative of those that must be met by an employee to successfully perform the essential job functions. While performing the duties of this job, employee is regularly required to use hands to finger, handle, feel objects, tools, or controls, and talk and hear. The employee frequently is required to sit and reach with hands and arms. The employee is occasionally required to stand, walk, stoop, kneel, crouch or crawl. The incumbent must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. This position includes extended viewing of a computer monitor to perform essential job functions. Work schedule may occasionally involve weekends and/or evenings as needed for special events, programs, etc. There are seasonal times where heavy workloads and deadlines may be pressing.

Note: Criminal background check required. This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.