



**JOB TITLE:** Community Impact Associate

**TEAM:** Community Impact

**FLSA STATUS:** Non-Exempt

**REPORTS TO:** Senior Director of Community Impact

**DATE:** October 2025

## **POSITION SUMMARY**

The Community Impact Associate plays a key role in supporting United Way's mission by managing volunteer-driven initiatives, nonprofit engagement, and community programs. This position leads the coordination of the Volunteer Income Tax Assistance (VITA) program, manages the community-wide volunteer engagement platform, and serves as the lead coordinator for the annual Holiday Day of Action. The Associate also provides support to other community impact programs and coalitions, helping advance United Way's strategic priorities in education, financial stability, and community resiliency.

## **KEY RESPONSIBILITIES**

### **Program Leadership & Coordination**

- **Volunteer Income Tax Assistance (VITA):**
  - Manage the annual VITA program, including volunteer recruitment, training coordination, scheduling, and site operations.
    - Managing the tax site on a day-to-day basis during the tax season (on-site) January-April.
    - Recruit, train, and support volunteers to ensure IRS certification and site readiness.
    - Coordinate site logistics including scheduling, technology, security, and client intake to ensure smooth daily operations.
    - Promote VITA services through outreach and community partnerships to reach eligible households.
  - Oversee reporting requirements and support grant writing efforts related to VITA funding.
    - Ensure compliance with IRS and grant requirements, track program data, and prepare required reports.
    - Assist with grant writing and reporting to sustain and expand VITA funding.

### **Volunteer Engagement**

- Manage United Way's volunteer engagement platform.
- Work with local nonprofits to ensure volunteer opportunities are posted, updated, and visible to the community.
- Provide technical assistance and training to partner agencies as needed.
- Lead planning and execution of the annual holiday gift initiative for seniors and veterans. Coordinate supply drives, logistics, and ensure opportunities are accessible on the volunteer portal.

### **Community Program Support**

- Assist fellow Community Impact Associate with programs such as **Read to Succeed**, **Kindergarten Countdown Camp**, and other initiatives as identified by the Director of Community Impact.
- Provide logistical and staffing support for community events and volunteer initiatives.
- Share mission, impact, and goals of United Way programs across organization and to broader community through presentations, distribution of materials, and networking opportunities.

## Coalition & Community Engagement

- Support coalition efforts such as the Tippecanoe Resilience and Recovery Network (TRRN) and other collaborative initiatives as directed.
- Participate in community meetings and represent United Way in external partnerships.

## Administrative & Cross-Team Support

- Contribute to program evaluation and reporting.
- Collaborate with United Way staff across departments to ensure alignment with organizational goals.
- Perform other duties as assigned to advance the mission of United Way.

## Qualifications

- Bachelor's degree in nonprofit management, social services, public administration, or related field, or equivalent experience.
- Experience in volunteer management, program coordination, or nonprofit work preferred.
- Strong organizational and project management skills, with the ability to manage multiple priorities.
- Excellent written and verbal communication skills; grant writing experience a plus.
- Proficiency with Microsoft Office Suite and comfort with online platforms/volunteer management systems.
- Required to complete all required IRS certifications
- Ability to work independently, as part of a team, and with diverse community stakeholders.
- Flexibility to work some evenings and weekends as program needs require.

## COMPETENCIES

This set of competencies represents the **CORE** competencies that **ALL United Way staff** regardless of role and the position must possess. The Core Competencies represent the foundation and must be integral part of each position. The functional competencies are add-on to the core competencies, further defining the specific roles and positions as they relate to a particular job function the staff member is performing.

- Mission-Focused: Catalyze others' commitment to the 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 their role in growing and protecting the reputation and results of the greater network.

## PHYSICAL REQUIREMENTS and ENVIRONMENT:

To accomplish the essential functions of the position, one must be physically able to frequently and routinely:

- Walking short distances
- Bending, stooping, twisting
- Reaching above and/or below the shoulder
- Handling/grasping documents or office equipment
- Sitting and/or standing for short or extended periods of time
- Clear speaking and adequate hearing sufficient to communicate effectively and respond

appropriately in person and/or on the telephone

- Vision sufficient to read source materials and computer screen data
- Repetitive motions for computer equipment use
- Requires exertion of force of 20 pounds occasionally, 10 pounds frequently, and/or 5 pounds continuously to lift/carry/move objects, files, and documents
- Work is performed primarily in an office environment using standard office equipment

## TRAVEL

Travel is primarily local during the business day.

### Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at-will" relationship. The job description is subject to change with or without notice at any time.

By signing below, I am acknowledging that I have read and understand the job requirements, responsibilities and expectations set forth in the job description provided for my position. I attest that I am able to perform the essential job functions as outlined with or without any reasonable accommodations.

Received and accepted by Employee:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

*United Way of Greater Lafayette is an Equal Opportunity Employer, Drug-Free Workplace and complies with ADA regulations as applicable.*