

Job Description and Work Summary

Position: Community Impact Program Specialist
Accountable To: Vice President Community Impact
Term of Service: At Will
Status: Full Time, 37.5 hours per week, Non-Exempt
Salary Range: \$18/hr-\$20/hr (approx. \$\$35k-\$39k annually)
(plus health and retirement benefits package)
Based on skills and experience



United Way
of the Brazos Valley

Position Summary: The Community Impact Program Specialist oversees the coordination of program activities related to the Early Literacy Program, the Youth Leadership Cabinet and Ride2Health. This position will be responsible for implementing and maintaining program processes to ensure all objectives are met for each program.

Responsibilities: The Community Impact Program Specialist will provide high-level support to the Vice President Community Impact to assist with program coordination and support.

- Early Literacy Program
 - Plan and execute Baby Bundle assembly event(s) and monthly deliveries to hospitals.
 - Coordinate requests for book donations and organize books and supplies for giveaway events.
 - Plan and execute Books and a Blanket school giveaways and fundraisers. Coordinate volunteers to assist with book donation collections and sorting.
- Ride2Health Program
 - Coordinate with healthcare organizations to ensure patients are correctly entered into the website and have completed the indemnity form.
 - Recruit volunteer drivers and complete orientation with drivers, healthcare agencies and patients as needed.
 - Monitor ride dispatch to ensure all rides are assigned to drivers.
 - Collect statistics and survey responses to determine strategies for program improvements.
- Youth Leadership Cabinet
 - Prepare meeting agendas and tasks to engage youth in meaningful and effective weekly meetings.
 - Provide support and oversight to cabinet members on fundraising, leadership and volunteer events. Provide oversight of weekly YLC fundraisers in the fall.
 - Coordinate Youth Leadership Cabinet events throughout the school year including, but not limited to: YLC Orientation, Youth Day of Caring, and United We Serve.
 - Coordinate and oversee the Community Builder grant process including: application, review session, award communication, check presentation event, etc.
 - Represent UWBV and YLC at appropriate school meetings and events. Develop and maintain relationships with high school liaisons.

Additional responsibilities as an employee of the organization include:

Knowledge of United Way, its mission, goals, ethics, principles, programs, policies and procedures and able to effectively demonstrate and communicate this information in all work activities.

- **This person will use the following principles to guide their actions and decisions based on the following principles as defined in the UWBV Code of Ethics.**
 - 1.) Meaningful and Measurable Improvement
 - 2.) Community Interdependence and Collaboration
 - 3.) Volunteer Value Driven
 - 4.) Inclusiveness
 - 5.) Stewardship
 - 6.) Adaptive Organization

Trust Building and Other Duties as Assigned. As a team player this person will need to assist other UWBV management and staff in completing and coordinating tasks and assignments. This is an important function of this position in addressing last minute requests and managing team work.

Qualifications and Prerequisites for Service

- Bachelor's degree preferred.
- Professional experience coordinating and facilitating events preferred in addition to experience with volunteer recruitment and engagement.
- Ability to work full time between 8:30 a.m. and 5:00 p.m. with some evening and weekend hours.
- Knowledge of general computer programs (Outlook, Microsoft programs), website management and social media platforms, multi-line telephone.
- Ability to attend committee meetings and United Way events, as necessary.

Physical Requirements:

	0-24%	25-49%	50-74%	75-100%
Seeing:				X
Hearing:				X
Standing/Walking/Sitting:				X
Climbing/Stooping/Kneeling:		X		
Lifting/Pushing/Pulling:			X	
Keyboarding/Grasping/Feeling:				X

Physical Dimensions: Low, Medium or High

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.

United Way of the Brazos Valley is an Equal Opportunity Employer.

We embrace and encourage our employees, volunteers and Community Partners to understand and value the differences, both visible and invisible, that make people who they are. We do not discriminate against age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status or veteran status.