Position Title: Community Investment Coordinator  
Part Time

Reports To: Vice President Community Impact

Supervises: Volunteers and interns as required

Position Classification: Non-Exempt, Hourly, Learned Professional

Purpose of Position:
Responsible for managing United Way’s distribution of funds to community partners and assisting in some initiatives/components of the United Way programs and volunteer projects. Develops relationships and reports on the impact of projects as directed.

Community Investments:
- Responsible for the review and development of all funding applications and funding processes.
- Provide training/support to organizations and/or educators who are applying for funds.
- Work with the UWLC program staff to review applications and make funding recommendations. Acts as a liaison between UWLC staff and organizations that request and/or receive funding, ensuring that agencies understand their responsibilities in applying for grants, grant reviewers’ questions are answered and that application information is in compliance.
- Identify issues where organizations could move the needle if they worked together more. Manage and facilitate meetings of agencies to discuss these issues.
- Manages the process for year-end review and progress reports of all funding.
- Assists with the EFSP grant process; application, distribution and reporting.

Community Impact:
- Attend meetings and occasionally serve in a leadership role in local coalitions and organizations that are relevant to the position.
- Assists in the management of volunteer projects as requested
- Assists in the identification, development and management of United Way initiatives

Knowledge and Experience:
- Bachelor’s degree in social service, education, public administration or related field. Associate’s degree with considerable experience will be considered.
- Good written and verbal communication skills
- Demonstrated computer experience with and knowledge of Microsoft Word, Excel, Outlook and PowerPoint.
- Well organized, with ability to project plan, monitor and evaluate functions and activities.
- Flexibility and ability to work with all manner of personalities/individuals/groups.
- Ability to handle multiple tasks simultaneously.
- Knowledge of Lake County non-profit agencies/organizations and community needs/issues strongly preferred.
Performance Measures:

- Project completion within established timelines.

Additional Requirements:

- This is a 20-hour a week hourly position with benefits. Hours of this position will generally be on weekdays between 8:30 am and 5:00 pm; however occasional weekend and evenings may be required.
- Staff member must provide his or her own transportation to meetings outside the office.
- While performing the duties of this job, the employee is occasionally required to sit, stand, walk, drive/operate a car, lift and carry bags and boxes of approximately 10 pounds; talk or hear, read, use hands to finger, handle or feel objects, reach with hands and arms; climb stairs, stoop, kneel, or crouch, type, operate a computer, calculator, copy machine, telephone, fax machine, postage meter.