

**COMMUNITY IMPACT COORDINATOR
JOB DESCRIPTION**

Position Title:	Community Impact Coordinator
Reports To:	Director of Community Impact
Type of Position:	Full-time (40 hours per week); Permanent; In-person
FLSA Status:	Exempt

Role: The Community Impact Coordinator works directly with the Community Impact team and the Director of Community Impact to coordinate internal UWYC programs and support community efforts that share UWYC goals. This position focuses on UWYC’s Building Futures impact strategy.

Early Childhood Literacy Coordination (45%): Manage early literacy projects that help give children a foundation for lifelong learning and success. Specific duties and responsibilities include but are not limited to:

1. Manage the Reach Out and Read program that provides books and training to pediatricians who support literacy at child visits.
 - a. Ensure inventory and ordering of books are completed in a timely manner.
 - b. Deliver and sort of books as needed.
 - c. Coordinate and develop volunteer recruitment as appropriate
 - d. Connect pediatricians for training as needed.
 - e. Maintain records and reporting requirements.
2. Manage the Dolly Parton Imagination Library that provides books to children in Yellowstone County ages 0-5.
 - a. Ensure registrations and address changes are completed in a timely manner.
 - b. Participate in program related statewide and local meetings.
 - c. Create and provide direction for distribution of marketing materials as requested.
 - d. Talk to families and partners about the program at in-person events.
 - e. Work with other UWYC staff, volunteers, and partners to highlight program at events.
3. Manage the Bubbles and Books program that provides books and other resource information to laundry mats in YC.
 - a. Ensure inventory is completed in a timely manner.
 - b. Sort and deliver books as needed.
 - c. Coordinate and develop volunteer recruitment as appropriate.
4. Manage the Read in Color that distributes books via 8 Little Free Libraries across Yellowstone County.
 - a. Work with other UWYC staff, volunteers, and partners to ensure that libraries are maintained.
 - b. Order and deliver books to libraries as needed.
5. Lead early childhood literacy events which include but are not limited to:
 - a. Holiday Book Drive
 - b. United We Read
6. Support reading and literacy activities with CARE Academy/Discover Zone.
7. Work with other UWYC staff to secure funding through grants, sponsorships, and community donations.
8. Identify and work with the Director of Community Impact to respond to new

opportunities to support literacy.

School Readiness Coordination (45%): Work with the Director of Community Impact and other UWYC staff on initiatives that focus on parent support for school readiness.

1. Manage Lantern, a texting platform that provides community events and parenting tools for caregivers with children prenatal – age 11.
 - a. Serve as liaison between Lantern representatives in Denver and partner counties across Montana.
 - b. Schedule local messages for Yellowstone County and partners in the Lantern calendar.
 - c. Report key data points to funders and county partners.
 - d. Talk to families and partners about the program at in-person events.
 - e. Work with statewide partners to cover costs of licensing fees and marketing materials.
 - f. Ensure communication between national and statewide partners is conducted in a timely manner.
 - g. Create and provide direction for distribution of marketing materials as requested.
2. School Readiness Coalition Coordination/Participation which currently includes Best Beginnings and Parent Connect; Montana Early Childhood Coalition (MTECC) and Grown in Billings.
 - a. Work with the Director of Community Impact to define role in coalition work.
 - b. Support workgroup goals by being an active participant.
 - c. Schedule meetings and take minutes as appropriate.
 - d. Maintain effective communication with coalition members and UWYC staff.
 - e. Assist with developing and implementing projects and events as appropriate.
 - f. Support coalition workplans through activities such as planning, member recruitment, relationship management, data collection, grant writing support, etc. as appropriate.
 - g. Identify and respond to emerging opportunities of community need and new coalition development as appropriate.
3. Work with other UWYC staff to secure funding through grants, sponsorships, and community donations.
4. Identify and work with the Director of Community Impact to respond to new opportunities to support school readiness.

General UWYC Support (10%): Includes other duties as needed to support UWYC operations.

1. Provide assistance as needed to other UWYC programs and personnel, including volunteer engagement.
2. Assist with UWYC Annual Campaign.
3. Represent UWYC at remote community meetings, agency events and service/civic clubs.
4. Serve as a United Way of Yellowstone County ambassador at all times by communicating the mission and vision of United Way.

DIVERSITY, EQUITY & INCLUSION STATEMENT

Diversity is a core value at UWYC. We are passionate about building and sustaining an inclusive and equitable working environment. We believe every member on our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design and deliver solutions.

Diversity, equity and inclusion are vital to achieving our mission, living our values, and advancing the common good. UWYC is committed to diversity, equity and inclusion within its own organization and the community. The officers, directors, committee members, employees and persons served by UWYC shall be selected in a manner to promote diversity, equity and inclusion and entirely on a non-discriminatory basis with respect to race, religion, national origin, ethnicity, age, gender, gender identity and expression, disability, sexual orientation, veteran-status, familial status, or socio-economic status.

The United Way of Yellowstone County is an equal opportunity employer and adheres to a policy that no qualified person shall be discriminated against because of race, color, national origin or ancestry, age, sex, marital status, or disability in any program or activity for which it is responsible.

QUALIFICATIONS

Education and Experience:

1. Bachelor's degree required.
2. 3 years of experience coordinating programs required.
3. Experience working with volunteers preferred.
4. Experience with federal, state, local government and private grant management preferred.

Skills & Abilities:

1. **Language Skills:** Ability to read, analyze, and interpret professional documents. Ability to write and create documents in a manner that is understandable and organized. Ability to effectively present information and respond to questions. Ability to use effective interpersonal communication skills when interacting with staff, donors, community partners, and others.
2. **Communication:** Excellent skills communicating with diverse individuals and groups.
3. **Reasoning Ability:** Ability to solve practical problems and deal with a variety of variables. Ability to synthesize a large amount of information into concrete needs and action steps. Ability to engage in strategic thinking and planning.
4. **Physical Demands:** The physical demands of the position are representative of those an employee encounters while performing the essential functions of this job. The employee can expect to sit or stand in front of a computer for long periods, extensive use of a computer keyboard, ten-key, and phone. General movement around the office for communicating with others, using the copier, and filing. UWYC may make accommodations for those with disabilities to perform the essential functions of the job. The noise level in the work environment is usually low to moderate.

UNITED WAY CORE COMPETENCIES FOR ALL STAFF

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

COMPENSATION:

Hiring Salary Range: \$46,000-\$53,000 DOE.