

Position: Community Impact Coordinator
Type: Full-time, Non-exempt
Reports to: Community Impact Director, Early Childhood Education
Department: Community Impact

Position Summary:

The Community Impact Coordinator (CIC) develops and manages complex cross functional relationships that lead to successful implementation of Collective Impact programs, projects and tasks. The CIC also provides day-to-day facilitation support to these Collective Impact programs and projects. The CIC must also be an extremely detail oriented and organized person. She/he must manage their time effectively and communicate clearly and effectively. She/he will be responsible for establishing, supporting and administrating meetings and events. He/she will create agendas; document meeting minutes; and synthesize information constructively for proactive Collective Impact.

This Impact Coordinator will support operations of the [Monterey Children's Council](#) and UWMC's early care and education partnership with the [Bright Futures Education Partnership](#). The purpose of the Monterey County Children's Council is to facilitate the development of a comprehensive and collaborative delivery system of services for children and their families. The Council was formed to enhance services and decrease duplicative efforts in child and youth service provisions.

The Bright Futures Education Partnership (BFEP) is a community partnership of diverse members fostering progress in education outcomes for local students, from cradle to career, and improving the pipeline of quality talent within Monterey County.

This position requires a team player that goes above and beyond in not only accomplishing group administrative goals, but in synthesizing information and ideas into actionable plans and projects. The CIC is astute in cultivating and managing relationships toward a common goal. She/he understands the roles and contributions of different community based organizations and can mobilize people and partners through meaningful engagement.

Responsibilities and Duties:

Relationship Development & Management

- Organize outreach to community partners to ensure active participation in collaborative projects.
- Maintain digital contact lists including individual profiles, interests, contact logs and engagement histories using contact management software.
- Ensure UW and initiative partners maintain a full understanding of the current landscape of local and regional Collective Impact activities through newsletters, email marketing, social media etc.
- Plan, organize, chair, and project-manage small group meetings and large group events
- Provide administrative and functional meeting support to facilitators and/or facilitate small group meetings. Support includes establishing venues, ordering food, coffee, developing shared calendars, and cloud based collaboration
- Take a leadership role in developing meeting agendas and capturing key meeting ideas, concepts, action items with meeting notes. Following up with stakeholders to ensure accountability and to advance the work
- Conduct a quarterly network survey to determine needs and value for the members.

Communications

- Manage logistics of and host conference calls, in-person meetings, and regular digital updates to ensure alignment of activity.
- Coordinate creation of periodic summary reports and data dashboards for internal and external audiences.
- Translate a variety of written materials from English to Spanish with grammatical accuracy and without supervision, and/or coordinate translation services by others; including website content, marketing communication materials and email communications.
- Draft and edit communications materials as assigned initiatives evolve, potentially including summary documents, brochures, FAQs, and other items.
- Develop social media strategies and curate content to promote community initiatives, mobilize residents, recruit volunteers and advocates
- Implement web and social media strategies, including uploading and curating content.

- Use Customer Service Management software to communicate with existing members and recruit new ones.
- Assist in creating the Bright Futures Landing page and administer the Impact Monterey County website.

Core Competencies:

- *Mission oriented* – Performance and professional motivations are driven by a commitment to creating real social change that leads to better lives and healthier communities.
- *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 United Way brand and understands his/her role in growing and protecting the reputation and results of the organization and greater network.

Functional Competencies:

- *Strategic Community Collaborator* - Engages diverse stakeholders to accurately and effectively assess community needs and with credibility, authenticity and humility strategically guides United Way to contribute to Monterey County's priorities.
- *Effective & Engaging Communicator* - Is an effective and passionate communicator, articulating the United Way message in a way that inspires others to act in service to the organization and the community.
- *Critical Thinking & Creative Problem Solving* - Able to address and manage complex issues to achieve desired results. This includes the ability to gather, interpret and use relevant data to drive strategy development, make decisions and drive for results.
- *Planning & Implementation* - Leads and takes initiative in planning and developing initiatives within impact areas to achieve results that drive collective community outcomes.
- *Embracing & Managing Change* - Champions and facilitates change to ensure long-term community sustainability. Adapts successfully to changing needs while maintaining positive relationships with all constituents, internal and external.

Position Requires:

- Bachelor's degree from accredited college or university, preferably in an area related to human/social services or public administration.
- Minimum of three (3) years experience in human service or related field.
- Ability to attend early morning meetings.
- Ability to work varied hours, including early mornings, evenings and/or weekends.
- Ability to work in locations with limited access.
- Ability to lift, carry and transport a 35 pound box.
- Possession of a valid driver's license and a reliable automobile for regular travel throughout Monterey County.

How to Apply: Interested applicants are encouraged to submit a **cover letter and resume by email** to Tina.Engquist@UnitedWayMCCA.org

United Way Monterey County is an Equal Opportunity Employer.