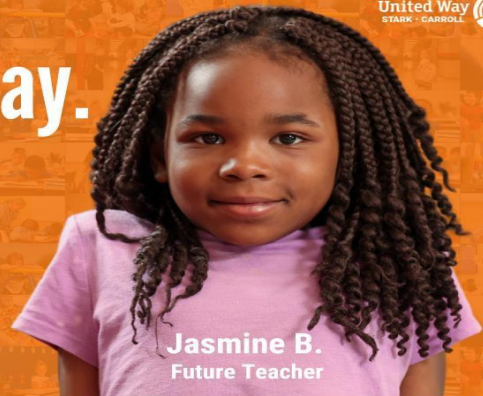


# When I grow up starts today.



United Way of Greater Stark County seeks to add a skilled Community Impact Specialist who will support the work of the United Way of Greater Stark County, Inc., a nonprofit committed to building our community's capacity to alleviate the impact of poverty and empowering families to unleash their potential. The Community Impact Specialist will provide intake and operations support to United Way programs, as well as administrative support to impact committees and funded partners. To meet various demands, the Community Impact Specialist should be comfortable with working with computers, communicating with consumers, volunteers and agency representatives, and excel at both verbal and written communication.

Located in downtown Canton and with more than one hundred years of service to Stark County, United Way of Greater Stark County has proven its commitment to the community by collaborating with key leaders to ensure the vital needs of the neighborhoods are addressed. Our inclusive culture focuses on teamwork, innovation, and continuous learning where personal and professional development of each team member is encouraged. We also know the importance of having fun and celebrating our accomplishments and life in general.

## ESSENTIAL FUNCTIONS

- Conduct intake and eligibility screening for United Way community programs (30%)
- Coordinate Community Impact volunteer and partner meetings (15%)
- Support annual and as-need agency resource card updates and requests within StarkHelpCentral.com (15%)
- Compile and distribute communications among and from funded partners regarding their programs, capacity building, or events (10%)
- Maintain contacts in customer relationship management database and grants management software (10%)
- Support payment requests for department expenses and special funds (5%)
- Handle office tasks, such as responding to and making phone calls and email communications, creating and printing documents, and providing back up support to reception desk as needed. (15%)

## ADDITIONAL REQUIREMENTS, SKILLS, & ABILITIES

- Willingness to support our mission and culture by actively exercising our five core values; 1) Can-do-attitude; 2) Be a Team Player, 3) Open to Change, 4) Humbly Confident and 5) Deep Respect for Human Potential.
- Knowledge and general understanding of community issues especially related to poverty, as well as a working knowledge of social service programs, best practices, and associated metrics.
- Ability to build consensus and facilitate collaboration, as well as the ability to build and sustain productive relationships with diverse individuals, groups, organizations, and communities.
- Thorough appreciation and acceptance of, and commitment to diversity and inclusion.
- Holistic perspective: ability to see the big picture, while maintaining clear documentation.

- Excellent written and verbal communication skills; motivating and competent presenter.
- Ability to use sound judgement and critical thinking skills.
- Ability to be self-directed - position requires reliability, consistency, and good follow through.
- Possess a valid driver's license and insured motor vehicle.
- Willing to travel/drive regularly within Stark and Carroll counties.
- Ability to lift and carry 25 pounds.
- All other duties as assigned.

#### EDUCATION/EXPERIENCE

- High school diploma or equivalent required.
- Two (2) years' experience in social services, public health, or other human service fields required.

#### SALARY

- \$35,000 - \$40,000

#### BENEFITS:

- Flexible schedule, hybrid work schedule, paid time off, medical, dental, vision, life insurance, 403(B), paid holidays, workplace wellness.

**Resumes should be submitted to [hr@uwstark.org](mailto:hr@uwstark.org) by September 23, 2024**

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

