United Way of Orleans County
JOB DESCRIPTION
PROGRAM COORDINATOR

Distinguishing Features of the Position:

The position involves responsibility for coordinating the administrative services of the United Way of Orleans County. The incumbent assists, and reports directly to, the Executive Director in all aspects of office management, campaign coordination, agency relations, support and volunteer services. The incumbent provides information and referral to the community regarding the agency and activities. The incumbent does related work as required.

Typical Work Activities:

1. Provides outreach to engage prospective sponsors and donors for financial support of United Way programs and events.

2. Develops and maintains a sponsor/donor contact database to ensure efficient presentation of program information and follow-up.

3. Participates in community relations activities and special projects.

4. Frequent contact with Executive Director and members of Board of Directors, agency representatives, area employers and members of the community.

5. Assists in arranging meetings and conferences, schedules interviews and appointments and performs other duties related to maintaining Director's schedule, especially during campaign season. Coordinates preparation of material for meetings and will be requested to attend same meetings as back-up board secretary if requested, to record the proceeding by taking minutes.

6. Maintains the website, social media sites and coordinates the publication of a quarterly newsletter.

7. Establishes, maintains and revises record-keeping, archiving and filing systems. Classifies, sorts and files correspondence records and other documents for both hard copy and computer files.

8. Types correspondence, memos, reports and records; prepares a variety of administrative reports, statements and rosters; gathers and analyzes data and other necessary information, maintains computerized files on same and monitors trends.

9. Special Event set up and tear down involving displays, brochures, tables and chairs.

10. May assign and supervise volunteer activities within the office and at special events.

11. May coordinate partner agency site tours and related activities.

Full Performance, Knowledge, Skill, Abilities & Personal Characteristics

1. Good knowledge of social, educational and human services administration and delivery.

2. Thorough knowledge of and ability to use Microsoft Office Suite (Excel/Access/Word/Power Point/Publisher).

3. Ability to establish effective relationships with others including social agencies and community organizations.

4. Ability to organize data for fiscal records and reports pertaining to the programs.

5. Ability to communicate effectively both orally and in writing.

6. Tact and courtesy; ability to maintain confidentiality where necessary.

7. Physical condition commensurate with the demands of the position.

Minimum Qualifications

1. Graduation from a regionally accredited college or university with a Bachelor's Degree in business administration, human services, accounting or related field; or

2. Graduation from a regionally accredited college or university with an Associates Degree and two years of experience in a paid position involving either planning, developing or organizing educational, health or human services programs; or

3. An equivalent combination of training and experience as defined in 1. and 2. above.