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United Way of the
Dutchess-Orange Region

Community Impact Coordinator

Position Overview

To provide professional support in the Community Impact Department to ensure appropriate and effective investment of the United Way of the Dutchess-Orange Region Community Fund.

Supervisor: Director of Community Impact

Responsibilities:

- Management of Day of Sharing Program, including but not limited to picking up, inventorying, sorting, valuing donations
- Decision-making of Community Outreach/marketing of United Way at community events and meetings
- Mailings/letters related to program administration and volunteer management
- Printing/filing program applications and reports as related to all grant administration
- Volunteer portal administration and upkeep
- Event planning and support, including administration of Day of Caring program
- Community volunteerism program supervision, including but not limited to leading community service projects, coordinating volunteers
- Serving on committees and councils in support of United Way as needed
- Liaise between the Community Impact and Marketing departments to provide information of departmental initiatives
- Site visit attendance and reporting
- NYS grant administration as related to volunteer and programmatic mission work
- Staff liaison to Young Leaders United
- Administration of organizational Internship Program
- Other duties as needed

Non-essential Job Functions:

- Other duties as assigned by Director of Community Impact and or/the President & CEO

Requirements:

- BA/BS in related field preferred
- 1-2 years in nonprofit field desired
- License/reliable transportation required
- Flexible schedule required

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.