



INLAND EMPIRE UNITED WAY

Program Coordinator, Community Programs (Kids Pack)

Inland Empire United Way is a leading nonprofit organization devoted to strengthening the Inland Empire by investing in the lives and futures of those in need. By operating several direct service programs and collaborating with a network of strong community partners, IEUW seeks to build brighter futures for youth and families in the areas of education, health, and financial stability. IEUW seeks talented, motivated team members who are passionate about improving our community and who are looking to be part of a dynamic team working to make EPIC changes in the Inland Empire.

Program Description

Inland Empire United Way's Community Programs Department develops, implements and manages programs meeting IEUW's community impact goals in the areas of education, health and financial stability as well as increasing the capacity of local nonprofits through volunteerism. This work is accomplished through United Way-managed programs provided in partnership with local companies, schools, community organizations and volunteers as well as through an annual competitive grant-making process to local community partners. Programs include IEUW's School Tools, Kids Pack, Launch Point, ieReads and ieVolunteers.

Position Overview

This Program Coordinator will coordinate daily program operations, manage volunteers and provide general support to facilitate IEUW-managed programs. This full-time, non-exempt position reports to the Director of Community Programs.

Essential Functions 85%

- Provide programmatic support for IEUW-managed programs in the areas of education, health and financial stability with a particular focus on the Kids Pack program
- Coordinate daily operations of the Kids Pack program, including but not limited to, maintaining student database, school district partner relations, ordering food/supplies, preparation of food bins for delivery, and delivery of food/supplies.
- Promote and coordinate Kids Pack special campaigns (i.e. Bag Childhood Hunger)
- Ensure a clean and safe environment in the Kids Pack Program Center
- Train and manage scheduled volunteers in set-up, check-in, orientation and facilitation of program operations
- Collect necessary data for program evaluation
- Provide monthly and annual programmatic updates
- Successfully maintain performance parameters and improve skills through various means
- Work closely with other IEUW staff to develop and maintain positive relationships with volunteers
- Work closely with ieVolunteers as support staff for IEUW-managed volunteer projects and take active role for Days of Service events
- Support the Resource Development Department in building relationships to create new and maintain existing partnerships, including public presentations and tours
- Represent IEUW at community meetings/networks/collaborative efforts that impact the areas of education, health and financial stability; identify and develop partnerships to impact community outcomes
- Aid with the development and implementation of IEUW and Community Programs department special events and activities, including planning, logistics, volunteer involvement, etc.

Secondary Functions 15%

- Research and assist with grant writing to support the department's programs and activities
- Assist with the development and implementation of new programs, including the areas of program evaluation, collaboration, logistics, budgeting and reporting
- General clerical duties may include faxing, copying, message handling, weekly reports, filing and data input
- Other duties as assigned

Qualifications

- Exceptional written and oral communication skills; must be comfortable making public presentations
- Strong computer skills with expertise in Microsoft Office and Windows
- Ability to meet deadlines and multi-task; strong organizational/planning skills and attention to detail are critical
- Excellent people skills; capable of working with diverse groups, including staff team, board members, product donors, volunteers and external stakeholders
- Must be available and able to work outside traditional office hours, including some evenings and weekends
- Must have reliable transportation, a valid California driver's license, proof of minimum required California vehicle liability insurance and a good driving record

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable an individual with disabilities to perform the requisite essential functions.

This multi-faceted position involves sorting, packing, stocking, loading and unloading of program supplies; participating in community fairs, school makeover events and other off-site activities, including set-up and tear-down; driving for various assignments; assisting in projects which may include painting, drilling, or hammering; general maintenance of program facilities, including creating displays, hanging signage and light cleaning; managing volunteer projects, including set-up and clean-up; and a variety of other physical tasks. These activities involve the ability to twist, pull, push, lift, (up to 30 lbs.), bend, squat, climb, walk, stand, and sit for extended periods; use of pallet jack and/or forklift (with proper training); manual dexterity for operating small tools & equipment; and visual acuity for driving and computer use.

Wage Range and Benefits

Wage \$16.00/hour, payable bi-weekly. Benefits include vision, dental, medical, life, AD&D and long term disability insurance, 11 paid holidays, accrued vacation and sick-leave.

If interested, please send resume and cover letter to Lorraine Williams at LWilliams@ieuw.org. No calls or agencies please.

"Inland Empire United Way is an equal opportunity employer. All offers of employment are contingent upon satisfactory background screen and drug test results."

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