



Position Title: Community Impact Coordinator

Class: Non-Exempt

Reports to: Executive Director

Purpose of Position:

To serve as an integral part of the Community Impact Team and Success By 6 Coalition by providing leadership and coordination to United Way of Kankakee & Iroquois Counties through these two priority areas.

Key Responsibilities and Specific Duties:

- Connect UWKIC's focus on neighborhoods by developing relationships with neighborhood leaders and residents, stakeholders, nonprofit agencies and local businesses.
- Assess and listen in order to understand neighborhood's strengths and needs.
- Develop a Neighborhood Council and/or work with an existing structure for the same purpose.
- Assist in developing a common agenda for the neighborhood and UWKIC partners.
- Assist in developing the framework for UWKIC's Community Impact in the neighborhood.
- Assist in creating a data management system for neighborhood focus. Be responsible for data collection, data management, and data reporting with the goal of real-time knowledge of the impact of the neighborhood programs.
- Oversee and ensure the implementation of the Success By 6 strategic plan.
- Foster and develop partnerships that strongly align with Success By 6.
- Coordinate and lead monthly meetings for Success By 6 coalition

Job Skills and Demonstrated Abilities:

- Strong independent work ethic.
- Ability to engage and encourage participation of diverse UWKIC partners.
- Ability to multi-task
- Demonstrated ability to facilitate discussions, reflectively listen, and make others feel heard, engaged, and valued

- Ability to work effectively with staff, volunteers, and community members from diverse backgrounds.
- Ability to think strategically and help staff accomplish the Mission and Vision of United Way of Kankakee & Iroquois Counties as well as Success By 6
- Possess excellent written and presentation skills.
- Demonstrated ability to achieve desired outcomes.

Core Competencies:

- Ability to work well with a diverse community.
- Multi-faceted and strategic organizational, planning, and execution skills.
- Ability to work in a team setting as a valuable participant of the team.
- Ability to prioritize and execute task efficiently

Personal Attributes:

- Projects a poised and professional image.
- Is well organized, flexible, and receptive to change.
- Pays attention to detail, accuracy, and quality of work.

Qualifications: Knowledge, Education and Experience

- Bachelor's degree is required.
 - Preferred fields: social services/ social work, education, psychology, sociology
- Minimum of 2 years of related work experience.
- Must have valid driver's license, proof of insurance and reliable transportation.

Contact:

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