Pikes Peak United Way

United Way LIVE UNITED

Position Title: Emergency Rental Assistance (ERA) Program Coordinator	
Reports to: Chief Operations Officer	
Salary: $22.00/hour	
Location: Colorado Springs, CO	**Division:** Community Impact
Classification: Part-time, hourly, non-exempt. 15-20 hours/week from May 1, 2021 – October 1, 2021	**Supervises:** Site Coordinators and Volunteers

PIKES PEAK UNITED WAY MISSION STATEMENT: To enhance youth success and family stability in the Pikes Peak Region by leading and lifting the most vulnerable in our community with mentorship, life resources and real job opportunities. Our signature programs and partner agencies intently focus on connecting youth and their families to resources at the beginning of their life journey to ensure access to fundamental needs of food, shelter and learning resources for all. #strongertogether

ESSENTIAL FUNCTIONS

- Manage ERAP site operations and site coordinators while ERA funding is available and ensure sites are open as scheduled and adequately staffed. Should be at each site when in operation to check in and assist with any issues.
- Ensure ERA applications are reviewed and submitted, alone with all necessary supporting documentation.
- Record and submit all required reporting data.
- Maintain accurate up-to-date records of volunteer certifications and volunteer hours.
- Attend relevant meetings and committees as directed by manager.
- Create and conduct volunteer training for all volunteers.
- Complete additional related tasks when requested.

KEY COMPETENCIES

- Leadership Abilities
- Analytical Problem Solver
- Effective Communicator
- Interpersonal Skills
- Time Management/Multitasking Abilities
- Relationship Management
- Prioritize work plans for self and others
- Capable of holding self-accountable for results
- Highly proficient in all Microsoft office products

JOB REQUIREMENTS

- Bachelor's Degree Preferred
- At least five years of experience in the nonprofit sector preferably in a local United Way or collaborative setting strongly preferred
- Background in human services, program research, outcomes development & measurement, grants management, or experience working in collaborative or community impact setting preferred.
- Essential Physical Functions
- Valid Driver's License required

CORE COMPETENCIES for ALL UNITED WAY PROFESSIONALS:

- **Mission Focused** – top priority is to create real social change that leads to better lives and healthier communities.
- **Relationship Oriented** – understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- **Collaborator** – understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- **Results-Driven** – dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
- **Brand Steward** – understands his/her role in growing and protecting the reputation and results of the greater network.

This posting is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the position.

Pikes Peak United Way is dedicated to the principles of equal employment opportunity. It is the policy of Pikes Peak United Way to staff positions with the best-qualified people regardless of age, race, sex, color, religion, national origin, disability, genetic information or any other applicable status protected by federal, state or local law.

Please submit cover letter and resumes to miriam@ppunitedway.org.