

ROLE DESCRIPTION

Position Title: Community Impact Specialist	
Reports to: Director of Community Impact	
Salary: \$40,000 - \$45,000	
Location: Pikes Peak United Way – 518 N. Nevada Avenue	Division: Community Impact
Classification: Full-time, Non-exempt	Supervises: N/A
<p>General Functions: The Community Impact Specialist is responsible for collaborating with PPUW staff to accomplish the goals and actions expected of his or her work group—all in alignment with PPUW’s vision: Through strengthened collaboration, we will achieve measurable improvements in education, income stability and health for the residents of El Paso and Teller Counties. This position is responsible for supporting the Community Impact Department to ensure successful reporting, data collection and implementation of community programs.</p>	

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

- Coordinate with community partners to ensure successful utilization of online reporting platform. (eCImpact)
- Collaborate with Community Impact and other PPUW staff to implement data tracking systems for community programs to include: Colorado Springs Promise, LEAD, and Community Impact.
- Provide administrative support (including reporting) to ensure successful implementation of community programs.
- Analyze data and report on trends.
- Be able to create reports and graphics to accurately tell our story with impact.
- Willing to learn new skills and gain knowledge in a fast paced environment.
- Must be able to manage a variety of tasks in a highly organized and efficient manner.
- Ability to prioritize and be flexible due to competing demands.
- Sets annual goals in alignment with department goals, and works with their leader to develop work plans to accomplish these goals. Use discipline of performance measurement, and high-accountability approaches to accomplish goals.
- Participate on cross-functional teams and committees to contribute to broader organizational outcomes.

JOB QUALIFICATIONS:

- Excellent interpersonal, organizational and communication skills
- Strong work ethic with emphasis on integrity and accountability
- Reliability to complete required tasks in a prompt, effective and efficient manner
- Strong verbal and written communication skills
- Excellent computer and analytical skills; previous database experience helpful
- Great attention to detail and quality of work
- Effective public speaking skills
- High energy, results oriented
- Professional demeanor and appearance
- Bachelor’s Degree in human service related field preferred. Associates Degree plus 2-5 years of experience in human service related field will be considered.

CORE COMPETENCIES for ALL UNITED WAY PROFESSIONALS:

- **Mission Focused** – Communicates effectively “the story” of the organization’s work to engage and energize donors, volunteers, advocates, and all other constituents in the community.
- **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.

ENVIRONMENTAL FACTORS:

Business office environment; professional dress/attire expected. Physical demands of the position include the ability to talk and hear, prolonged sitting and/or standing, occasional lifting up to 50 pounds and regular use of computer and telephone. The position involves frequent and routine public contact and travel to outside meetings and events. Reliable transportation, valid driver's license and verifiable automobile insurance are required. Occasional evening and weekend hours are expected.

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.