

Job Description Community Investment Associate

1. Job Identification

Job Title:	Community Investment Associate
Department:	Community Impact
Job Reports to: (Primary)	Director, Community Investment (DCI)
Classification:	Coordinator/Associate/Assistant
Classification	Full-time, permanent
Creation Date:	April 2013
Revision Date:	August 2019

2. Job Overall Purpose

Reporting to the Director, Community Investment (DCI), the Community Investment Associate supports fund distribution processes and coordinates volunteers and related activities to support Community Investment functions.

The (CI) Associate works with the (DCI) to support granting and allocations processes, data collection, analysis, reporting and evaluation.

The CI Associate supports the RD department and CEO with respect to engagement and awareness activities such as Speakers Bureau, Agency Tours

The Community Impact Department focuses on both community investment and community initiatives. While this position primarily supports work related to Community Investment, there will be some crossover in tasks & responsibilities to support United Way community initiatives.

3. Job Responsibilities

Job Responsibilities	%
Community Investment <ul style="list-style-type: none"> • Provide support to the granting and allocation processes • Coordinates events like agency meetings and workshops 	40%
Administrative, logistical <ul style="list-style-type: none"> • Provide scheduling, logistical and other support to granting committees • Develop and tracking outcome and impact information • Support agencies with information about the application process 	20%

Annual Campaign <ul style="list-style-type: none"> • Support the RD department and CEO with respect to engagement and awareness activities • Coordinate the Speakers Bureau, tours • Support Day of Caring 	20%
Volunteer Centre <ul style="list-style-type: none"> • Support Leadership Development Services (LDS) public and custom workshops • Maintains, updates and promotes volunteering through the Volunteer Centre portal, supporting and expanding the number of agencies and volunteers using the Volunteer Centre portal 	10%
Other Duties <ul style="list-style-type: none"> • as may be assigned or may come up as part of organizational requirements 	10%

These statements reflect the general details considered necessary to describe the principal functions of the job as identified, and shall not be considered as a detailed description of all work requirements that may be inherent in the job.

4. Job Qualifications

<p>Education:</p> <ul style="list-style-type: none"> • Certificate/diploma from community college <p>Experience:</p> <ul style="list-style-type: none"> • Minimum two years recent related experience • Ideally the candidate has worked in a fast paced complex office setting with a small business or non-profit agency • Must have expertise and experience with MS Office (Excel, Word, Outlook) • Experience with spreadsheets, database
<p>Knowledge, Skills and Abilities:</p> <ul style="list-style-type: none"> • Data analysis and evaluation skills • Data entry skills • Writing and note-taking skills • Proficiency in French is an asset • Excellent verbal, interpersonal and communication skills • Proficient use of various social media platforms • Scheduling and time management skills • Must be able to plan and look ahead, anticipating timelines and deliverables; • Needs to be comfortable with change • Ability to <ul style="list-style-type: none"> ○ Pay attention to detail and be well-organized ○ Work independently and take direction and supervision ○ multi task and prioritize conflicting demands within tight deadlines ○ thrive in a flexible, ever-changing office environment ○ provide excellent customer service internally and externally • Must possess a valid drivers' license and access to a vehicle

5. Core Competencies

These individual competencies represent the knowledge, abilities and behaviours that result in an individual's personal effectiveness and effective interactions with others. These were created by United Worldwide to provide local United Ways with the blueprint of competencies that individual candidates and staff members should possess to be recruited, developed and retained as United Way employees. While it is not a requirement to be an expert in all of these areas, it is expected that employees have the ability to grow their knowledge in each of the areas and demonstrate the behaviours on a consistent basis.

Competency	Attributes & Behaviours
Mission-focused	Ability to link donor, volunteer, and advocates' aspiration to needs; Ability to catalyze others' commitment to mission; Strives vigorously to accomplish shared goals; Separates one's own interests from organizational interests in order to make the best possible judgments for the organization
Relationship-oriented	Understands what motivates individuals and organizations; Values diversity and inclusion; Effectively communicates; Treats others with respect and dignity; Actively listens to and facilitates diverse input and contributions
Collaborator	Seeks and shares knowledge of community; Takes collaborative approach to addressing issues; Focuses on shared goals; Mobilizes a broad range of sectors and resources
Results-driven	Has a searing focus on results and can effectively communicate goals and impact; Advocates for support of education, income, and health; Promotes innovation / willing to take risks; Develops relationships to drive resources and results; Has the necessary organizational skills to deliver on business model
Brand-steward	Acts with integrity and strong ethics to foster trust at all levels (personal, market, societal); Internalizes the meaning and commitment of United Way and consistently acts according to its value and purpose; Demonstrates the values of the network; is a good system-citizen; Is accountable and transparent with all stakeholders
Strategic Community Collaborator	Outward Turning; Inquisitive and Curious; Creates Strategic Partnerships;

	Implements Shared Initiatives; Culturally Astute
Critical Thinking and Creative Problem Solving	Gathers Data; Effective Decision Maker; Develops Solutions; Creative and Innovative; Manages Conflict Effectively
Effective & Engaging Communicator	Story Teller; Skilled Communicator; Strategic Communicator; Connects with Audience; Internal Collaborator
Embracing & Managing Change	Constructive Optimism; Manages Change; Demonstrates Resilience; Demonstrates Flexibility; Manages Ambiguity
Planning and Implementation/ Execution	Strategic; Project Management; Acquires Resources; Engages Partners; Seeks & Shares Knowledge

6. Working Relationships

Most Frequent Contacts	Nature or Purpose of Contacts
President & CEO, VPO, Director CI, CID	Support, research, reports, updates, professional development
Volunteers	Support, Communication
Agencies	Data, reporting, agreements, review

7. Decision-Making Authority

<p>Setting priorities and balancing workload Coordinating requests made by external sources to appropriate decision maker Coordinating activities and meetings Day to day: addressing internal enquiries</p>

8. Other Information

<p>The United Way works with community volunteers and is volunteer led. The role of the staff team, individually and collectively, is to support and manage volunteers, building long term relationships with partners, volunteers, donors and workplaces. We are a small, flexible employee group that works in a team environment, with employees pitching in as required, based on the needs of the organization and with an agility that is inherent in the work we do. We value exceptional customer service, teamwork, drive and initiative. Our staff are solution-focused, accountable and take responsibility for the key areas of focus, and are comfortable with change, recognizing that change is a constant in this environment.</p>
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Classification:	Associate/Specialist
Number of Incumbents:	1
Number of FTEs:	1.0

9. Working Conditions*

A. Physical Effort

<input checked="" type="checkbox"/>	Much of the time is spent in a comfortable position with frequent opportunity to move about. Infrequent need to move or lift articles.
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B. Physical Environment

<input checked="" type="checkbox"/>	Located in a comfortable indoor area. Any unpleasant conditions would be infrequent and very mild.
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C. Sensory Attention

<input checked="" type="checkbox"/>	Regular need to give close attention, either hearing or seeing, to what is happening.
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D. Mental Stress

<input checked="" type="checkbox"/>	Some modest pressure from deadlines or other productivity standards. Work is somewhat repetitious.
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Examples of tasks related to job description: these are some tasks related to the position; other processes and tasks may be added as the position and processes evolve

Community Investment

- Receive applications, review to ensure completeness, accuracy, follow up if necessary and prepare briefing notes on submissions
- Coordinate site visits and panel meetings
- Collect and track indicators, outcome measures, statistics and reporting for funded programs
- Provide reports as requested by CID
- Develop and maintain application forms in Andar (software)
- Oversees Andar training for volunteers and agencies
- Coordinate filing and archiving of all related material, ensuring efficient record keeping

Volunteer Services, Leadership Development Services

- Post volunteer listings on social media
- Promote services
- Track and monitor listings
- Support training programs (including LDS) by coordinating set up, supplies, training materials
- Coordinate registration, logistics for workshops
- Provide support to other community initiatives, as required

Annual Campaign

Support the Resource Development (RD) department and CEO with respect to engagement and awareness activities

Speakers Bureau

- Maintain active list of speakers with contact information
- Track and coordinate logistics of speaker sessions
- Work with Resource Development staff and CID to ensure that workplace needs are met by the matching of the most appropriate agency speaker as per segmentation model
- Track assignments/results in Andar

Agency tours

- Coordinate Seeing is Believing Tours
- Coordinate and provide accurate information for the annual report and Communications Framework
- Develop impact statements for campaign materials
- Assist with volunteers for events and other support as requested

Administrative

- Monitor critical paths, meeting and project plans to ensure all deliverables are met within timelines outlined in the plans
- Provide administrative support to Director Community Investment
- Provide reminders and support to meet these timelines
- Schedule and coordinate meetings, preparing and distributing information and materials as required
- Take notes at meetings, monitor, track and report on follow up action items
- Provide support to projects where required
- Answer phone and greet visitors
- Provide customer service information and referral to callers who may be looking for assistance
- Monitor emails and forward as appropriate.
- Participate in periodic review of systems, procedures, processes to ensure efficient and effective organizational functioning

Other Duties

Project and other work may be assigned based on the business needs of the organization.