



United Way
Kingston, Frontenac
Lennox and Addington

The United Way of Kingston, Frontenac, Lennox and Addington is a local charitable foundation that builds and strengthens our community by bringing people and resources together to facilitate change.

We are looking for the following full time position to work in a fast paced, dynamic, growing environment. We offer competitive benefits, along with personal and professional development opportunities.

Position: Community Investment Associate

Reporting to the Community Investment Manager, the Community Investment Associate supports fund distribution processes, coordinates volunteers and completes related activities to support Community Investment department functions. This role supports granting and allocations processes, data collection, analysis, reporting and evaluation.

The Community Investment Associate also supports the Resource Development department and the President & Chief Executive Officer with respect to engagement and awareness activities such as Speakers Bureau, agency tours, panel discussions, etc.

Education:

- Certificate / diploma from community college

Experience:

- Minimum two years' recent related experience
- Excellent customer service internally and externally in a fast-paced office
- Proficiency in French is an asset

Skills & Abilities:

- Analytical and reasoning skills (data input, analysis and evaluation)
- Strong written, verbal, interpersonal and communication skills
- Time management skills and ability to effectively organize work in an environment with competing work duties
- Must pay attention to detail
- A committed team player who is also able to work in a self-directed manner
- Non-traditional hours may occasionally be required
- Access to adequate transportation is essential

If you would like to learn more about how you can be part of a professional, hard-working team that contributes to our community, please visit <https://www.unitedwaykfla.ca/about-us/career-opportunities/>

Please send resume and cover letter to: hrprojects@unitedwaykfla.ca (use CIA2021 in subject of email)

All applications are due by **4:00 PM on April 23, 2021** (or until filled).

The United Way of Kingston, Frontenac, Lennox and Addington is a proud Living Wage Employer.

Should you require accommodation to participate in the selection process please contact John DiPaolo, VP, Corporate Services jdipaolo@unitedwaykfla.ca.

The United Way of Kingston, Frontenac, Lennox and Addington is an equal opportunity employer, and we encourage qualified candidates from diverse backgrounds to apply to join our team.

We thank all applicants, however, only those being interviewed will be contacted.

United Way Kingston, Frontenac, Lennox & Addington
JOB DESCRIPTION

Job Title:	Community Investment Associate		
Reporting to:	Community Investment Manager		
Job Classification	Level 1: Associate, Coordinator		
Department:	Community Impact		
Creation Date:	April 2013	Revision Date:	August 2019, April 2020

SUMMARY

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

The CIA works with the CIM to support granting and allocations processes, data collection, analysis, reporting and evaluation.

The CIA supports the Resource Development (RD) department and the President & Chief Executive Officer (CEO) with respect to engagement and awareness activities such as Speakers Bureau, Agency Tours, etc.

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 Kingston, Frontenac, Lennox & Addington (UW KFLA) community initiatives.

DUTIES & RESPONSIBILITIES

Community Investment (40%)

- Provides support to the granting and allocation processes
- Coordinates events like agency meetings and workshops
- Receives applications, reviews to ensure completeness, accuracy, follow up if necessary and prepares briefing notes on submissions
- Coordinates site visits and panel meetings
- Collects and tracks indicators, outcome measures, statistics and reporting for funded programs
- Provides reports as requested
- Develops and maintains application forms in Andar (software)
- Oversees Andar training for volunteers and agencies

- Coordinates filing and archiving of all related material, ensuring efficient record keeping

Administrative, logistical (20%)

- Provides scheduling, logistical and other support to granting committees; including preparing and distributing information and materials as required
- Take notes at meetings, monitor, track and report on follow up action items
- Develops and tracks outcome and impact information
- Supports agencies with information about the application process
- Monitors critical paths, meetings and project plans to ensure all deliverables are met within timelines outlined in the plans
- Provides administrative support to Community Investment Manager
- Provides reminders and support to meet these timelines
- Answers phone and greet visitors
- Provides customer service information and referral to callers who may be looking for assistance
- Monitors emails and forward as appropriate
- Participates in periodic review of systems, procedures, processes to ensure efficient and effective organizational functioning

Annual Campaign (20%)

- Supports the RD department with respect to engagement and awareness activities
- Coordinates the Speakers Bureau, Seeing is Believing Tours, etc.
- Supports Day of Caring
- Works with Resource Development staff to ensure that workplace needs are met by the matching of the most appropriate agency speaker as per segmentation model
- Track speakers bureau assignments / results in Andar
- Coordinates and provides accurate information for the annual report and Communications Framework
- Develops impact statements for campaign materials
- Assists with volunteers for events and other support as requested

Volunteer Centre (10%)

- Supports 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
- Posts volunteer listings on social media
- Promotes services
- Tracks and monitors listings
- Supports training programs (including LDS) by coordinating set up, supplies, training materials
- Coordinates registration, logistics for workshops

Other Duties (10%)

- Other duties or tasks may be assigned based on the business needs of the organization

EDUCATION AND EXPERIENCE

Education:

- Certificate / diploma from community college

Experience:

- Minimum two years' recent related experience
- Minimum of one year's administrative experience providing excellent customer service internally and externally in a fast-paced office
- Proficient use of various social media platforms
- Proficiency in French is an asset

Skills & Abilities:

- Sound computer skills including: spreadsheets, word processing, email / internet, database and / or fundraising software
- Well-developed analytical and reasoning skills (data analysis and evaluation)
- Ability to understand, express and apply concepts and instructions of a general nature as well as somewhat technical / scientific / administrative concepts, methods and procedures
- Ability to use moderately complicated formulae, tables and graphs
- Strong written, verbal, interpersonal and communication skills
- Proven time management skills and ability to effectively organize work in an environment with competing work duties
- Ability to work in a flexible office environment and pay attention to detail
- A committed team player who is also able to work in a self-directed manner
- Non-traditional hours may occasionally be required due to deadlines or other operational issues
- Access to adequate transportation is essential

COMPLEXITY OF DECISIONS

Typical decisions include setting own priorities and taking actions in an effort to coordinate requests made by external sources. Addresses internal inquiries regularly.

This role coordinates requests from external sources to appropriate decision maker.

Judgement may require some interpretation of variables and the situation at hand.

Support and guidance for decision making is readily available.

MANAGEMENT / SUPERVISORY AND ADVISORY RESPONSIBILITY

Direct Supervision:

- There are no direct reports for this position.

Indirect Supervision:

- There are no indirect reports for this position.

TYPE OF SUPERVISION REQUIRED / INDEPENDENCE OF ACTION

The Community Investment Associate operates with some independence of action and works under general supervision. Methods and procedures are available however questions dealing with unusual matters are referred to supervisor(s).

CONSEQUENCE OF ERROR

Typical errors may result in strained relationships with various donors and volunteers, events or initiatives that are not implemented effectively, etc. These errors are most often detected before they are communicated externally and most often result in lost time.

These may have an adverse impact on the UW KFLA's image and reputation.

CONFIDENTIALITY

The Community Investment Associate uses limited confidential information in the performance of this work. Disclosure could have a moderate impact externally.

CONTACTS

Internal:

- President & CEO, Vice President, Corporate Services, Senior Director, Community Impact, Community Investment Manager
- Nature of the Contact – supporting initiatives, research, reports, updates, etc.

External:

- Volunteers, Agencies, etc.
- Nature of the Contact – supporting initiatives, liaison, information sharing, reporting, agreements, etc.

PHYSICAL EFFORT

- Majority of time is spent in a comfortable position with frequent opportunity to move about
- Infrequent need to move or lift articles

PHYSICAL SKILLS

- Regular need to give close attention, hearing or seeing, to what is happening
- Requirement to work at computer, keyboarding, etc. and various meetings, etc.

WORKING CONDITIONS

Physical:

- Located in a comfortable indoor area
- Unpleasant conditions are infrequent and very mild

Stress:

- Work and environment change very little over time
- Some modest pressure from deadlines or other productivity standards

COMPETENCIES

The United Way Worldwide has developed an extensive Competency Model Framework. The Framework supports a common set of competencies to ensure that each United Way is able to attract, grow and retain the right people who have key competencies in areas that are fundamental to our mission and strategic direction.

Specific definitions, traits and behaviours are outlined the Framework titled: United Way Worldwide Competency Models. Those specific competencies that apply this this position are:

- Mission focused
- Relationship oriented
- Collaborator
- Results driven
- Brand steward
- Strategic Community Collaborator
- Critical Thinking & Creative Problem Solving
- Effective & Engaging Communicator
- Embracing & Managing Change
- Planning & Implementation / Execution