

## Community Impact Associate

Are you looking for a position that makes a difference in the community?

United Way of KFL&A is looking for a full-time permanent Community Impact Associate to work closely with volunteers and professionals to support agencies and community initiatives in the community. We offer a dynamic, growing environment, providing personal & professional development opportunities.

Working closely with the Senior Director Community Impact and CEO, this position assists with administrative and logistical support which includes coordinating meetings, taking notes, ensuring information is updated and accurately maintained at all times. The Community Impact Associate will enter data, create and update spreadsheets.

This role supports Community Impact projects and initiatives as required, as well as the Volunteer Centre, assisting agencies with the entry of volunteer opportunities and volunteers who wish to explore volunteer openings.

### United Way KFL&A is looking for:

- High school diploma (certificate / diploma from community college is an asset).
- Administrative and database entry experience is an asset.
- Ability to multi-task and work in a fast-paced, ever-changing environment
- Great customer service skills
- Sound computer skills including spreadsheets, word processing, data entry
- Ability to understand, express and apply concepts and instructions of a general nature
- Strong written, verbal, interpersonal and communication skills
- Proven time management skills
- 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

To learn more about the role, please visit [www.unitedwaykfla.ca/careers](http://www.unitedwaykfla.ca/careers)  
Please send resume and cover letter as one document in .pdf, .doc. or .docx format to: [hrprojects@unitedwaykfla.ca](mailto:hrprojects@unitedwaykfla.ca). Please indicate 'Community Impact Associate' in the subject line.

All applications are due by **Friday June 24, 2022 at 4:00 PM** (or until filled).

Salary Range: \$34,923 - \$43,654 (level 1 – entry level position)

*This position works in-person at the United Way office at 417 Bagot Street, Kingston ON*

*The United Way is committed to employment equity and diversity in the workplace and welcomes applications from people of all backgrounds, reflecting the diversity of Canadian society. Should you require accommodation to participate in the selection process, please contact Marysabel Montilla ([mmontilla@unitedwaykfla.ca](mailto:mmontilla@unitedwaykfla.ca)).*