

POSITION DESCRIPTION – UNITED WAY OF KNOX COUNTY OHIO, INC.

Job Title: Program Director

Position Reports To: Executive Director

Status: Exempt

Summary: United Way of Knox County is looking for an energetic, self-motivated, and dependable individual who can successfully create, foster, and maintain relationships with funded United Way agencies and community partners. This is an ever-evolving position that requires the ability to multitask, initiating and setting goals for programs according to the strategic objectives of the organization.

Essential Functions

- Perform general day-to-day office operations as needed.
- Assess needs of callers and in-office visitors and direct them to community agencies, support services and programs.
- Serve as a liaison between Executive Director and Partner Agencies, community leaders, keeping in mind potential concerns, important issues and opportunities for partnership.
- Educate and reinforce the importance of early learning, financial stability, and healthy living to the community at large by assisting in developing and offering learning/volunteer opportunities throughout the county.
- Monitor and analyze the timely submission of required reports and data from partner agencies and community partners.
- Coordinate yearly Agency Application Process
- Schedule, complete and summarize partner agency site visits as required.
- Represent United Way at various community meetings if needed.
- Provide support for Early Childhood Coordinating Committee and other Early Learning Initiative Programs
- Provide marketing support and social media outreach for United Way programs and services by attending events and engaging the community at large in conversations about United Way programs and priorities.
- Support free tax preparation assistance appointment scheduling and participant inquiry.
- Gather data and assist as needed with grant preparation, documentation, tracking and reporting.
- Poverty Simulation Coordinator
- Represent United Way on the Get Healthy Knox Coalition
- Represent United Way on the Obesity/Workplace Wellness on the Community Health Improvement Plan
- United Way's Knox Substance Abuse Action Team Committee Representative
- Crunch Out Knox County Coordinator
- Manage volunteer database, ***Volunteerknox.com***
- Perform other duties as assigned.

Competency Requirements:

- Able to prioritize and manage time and tasks to meet deadlines in a fast-paced environment.
- Possess good planning, organizational and time management skills.
- Possess knowledge of community resources, programs, and supports.
- Must be a quick, self-starter, with the ability to look ahead and take charge of situations.
- Able to work effectively with people with diverse educational and cultural backgrounds.
- Provide quality customer service while always maintaining a professional demeanor.

- Exhibit excellent verbal, written and interpersonal communication skills.
- Able to respond to a crisis in a calm and collected manner.
- Possess strong computer skills including Microsoft Office with the ability to learn and use new software and systems as required.
- Be proficient in Constant Contact, Website Updates
- Be a team player.
- A strong sense of and respect for confidentiality involving both clients and fellow employees.
- Maintain a professional appearance.
- Embracement of United Way's Core Values and Code of Ethics

Education and Experience Requirements:

- Two to three years of demonstrated experience in social service program implementation or another relevant program implementation experience.
- Past coordination of volunteers and/or volunteer engagement efforts
- Event coordination experience
- Social media and program marketing experience

Work Conditions:

- 37.5 hours per week, may involve evenings or weekends based on needs of the organization.
- Flexibility is required as needs may change.

Physical Factors:

- Ability to legally operate a motor vehicle.
- Must provide own transportation.
- Ability to lift and move event supplies as needed (tables, tents, storage totes, etc.)

Benefits

- Health Reimbursement Account
- 401-K
- Flexible work environment

If you are interested, please forward your resume to lindsay@uwayknox.org.

Deadline for submission is May 22, 2021 at 4:00 P.M.