

320 E Gutierrez Street  
Santa Barbara, CA 93101  
[www.unitedwaysb.org](http://www.unitedwaysb.org)

**Position:** Community Impact Coordinator

**Organization:** United Way of Santa Barbara County

**Duration:** Full Time

**Location:** 320 E Gutierrez Street, Santa Barbara, CA (In-Office)

**Reports to:** Director of Program and Partnerships

**Position Overview:** **Community Impact Coordinator**

United Way of Santa Barbara County's Community Impact Coordinator will provide support services to the Director of Program and Partnerships.

### **Key Responsibilities:**

#### **Duties:**

- Assist in the planning and execution of all Community Impact programs and projects.
- Assist in all aspects of the Fun in the Sun (FITS) and Bridge the Break (BTB) programs including but not limited to the development and oversight of the program schedule, maintaining enrollment records, curriculum planning, managing supplies, etc.
- Maintain accurate inventory of CI related materials for all projects and programs.
- Assist in the creation, monitoring and review of program budgets.
- Support all program elements of the Volunteer Income Tax Assistance Program including volunteer recruitment, communications, trainings, maintaining records, and site inspections.
- Assist in the operations of the United Learning Center including, including but not limited to the training of tutors, the development and oversight of the program schedule, maintaining enrollment records, managing supplies, etc.
- Support the planning and execution of the Dolly Parton Imagination Library program.
- Oversee Community Wide Engagement opportunities and events (i.e. Holiday Drive, backpack and supply giveaway, etc.).
- Assist in the coordination and execution of special events and functions including, meetings, trainings, awards presentations, press conferences.
- Create, draft, update, and edit reports, letters, proposals, invitations, fliers or other assigned materials in accordance with prescribed procedures.
- Conduct the outreach and coordination of various program partners within the community.
- Use interpersonal skills to build and maintain relationships with new and existing individual and organizational program sponsors, donors and partners.
- Conduct simple research operations using various resources including electronic, print and telephone and compile reports.
- Be a welcoming presence when interacting with partners, donors, prospects, and volunteers, always maintaining a professional demeanor.
- Represent United Way of Santa Barbara County as a highly professional organization in all internal and external interactions.
- Other duties as assigned.

**Qualifications:**

- Bachelor's degree in Social Sciences, Nonprofit Management, Public Administration, or related field is a plus.
- Understanding of program design, implementation, and evaluation, with a focus on achieving measurable outcomes.
- Interest in building successful partnership and collaboration with external stakeholders.
- Exceptional communication and interpersonal skills, with the ability to engage and inspire stakeholders at all levels.
- Passion for the organization's mission and a strong commitment to community-driven impact.

**Physical Demands and Work Environment**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk; hear; sit; and use hands to finger, handle or feel. The employee is frequently required to use one or both hands repetitively; grasp simply and lightly; and grasp with one hand only. The employee is occasionally required to stand; walk; use both hands repetitively; grasp firmly with both hands; push and/or pull; use both hands with fine dexterity; reach overhead with hands and arms; climb or balance; use stairs; stoop, kneel, bend, or crouch; lift and/or move up to 25 pounds; and walk on uneven ground and between buildings. Normal 20/20 vision ability (with corrective lenses, if needed) is required by this position. The noise level in the work environment is usually somewhat quiet.

*General: This description contains the essential functions necessary to evaluate the position. It is not intended and should not be used as an exhaustive list of all responsibilities, skills or efforts.*

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Employee Date

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President & CEO Date

**About United Way of Santa Barbara County:**

Since 1923, United Way of Santa Barbara County has been a key leader in local efforts to empower children, families, and communities through its own unique collaborative programs and initiatives, partnership convening efforts, volunteer development, and funding. United Way’s mission is to enrich the lives of children and families and build resilient communities by leading local programs and partnerships that improve school readiness and academic achievement, financial empowerment, and crisis response and recovery. To learn more, please visit [unitedwaysb.org](http://unitedwaysb.org).

**Core Competencies**

<b>Mission-Focused</b>	All United Way employees recognize that the organization’s top priority is to create real social change that improves lives and changes community conditions. This drives their performance and motivations.
<b>Relationship-Oriented</b>	All United Way employees are responsible for cultivating and managing relationships, fostering an atmosphere of trust, while taking a collaborative approach to addressing issues.
<b>Results-Driven</b>	All United Way employees are accountable for achieving individual performance goals in support of organizational goals.
<b>Brand-Steward</b>	All United Way employees are stewards of the brand and understand their role in protecting the reputation of the organization.
<b>Continuous Learning</b>	All United Way employees demonstrate a desire to acquire knowledge, skills, and abilities necessary to perform effectively.
<b>Critical Thinking</b>	All United Way employees use critical thinking skills to solve problems through basic research, analysis, and interpretation.
<b>Professional Behavior</b>	All United Way employees conduct themselves in a professional manner and follow organizational guidelines and standards.

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*United Way of Santa Barbara County provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*