**Job Title:** Special Projects Coordinator

**Department:**

**Reports to:** President/CEO and Senior Project Lead

**Classification:** Non-Exempt **Status:** Full-time

**Date Updated:** June 2024 **Weekly Hours:** 40 **Salary:** $60,000

**Our Mission**

The mission of the United Way of San Joaquin County is to improve the lives of people by mobilizing the caring power of communities.

**Position Summary**

Provide optimal assistance to the United Way of San Joaquin County (UWSJC) President/CEO, Board of Directors, and the UWSJC team with key initiatives including but not limited to the workplace giving campaigns, Volunteer Income Tax Assistance (VITA) Program, and others as assigned.

Must work effectively and compassionately with the UWSJC team, volunteers, Board of Directors, and the general public, and exemplify the culture and ethics of the UWSJC culture.

**Essential Functions, Duties, and Responsibilities**

* Provide administrative support and project management oversight to the key initiatives, including correspondence, scheduling meetings, preparation of meeting materials, follow-up communications, and other duties as assigned. Proficient in drafting potential social media messaging.
* Priority projects include annual workplace giving campaign support and VITA coordination as the lead for this project in partnership with the Senior Project Manager. Requirements will include hosting meetings and communicating with key agencies/influencers within San Joaquin County.
* Complete VITA training and certification in accordance with IRS and UWSJC requirements.
* Assist in developing, implementing, and reporting on vital components of the VITA program.
* Conduct outreach to promote the VITA program through community events, presentations, and other avenues.
* Work in partnership with the Senior Project Manager to design and improve processes for VITA site expansion amongst key agencies.
* Track and collect client attendance and feedback via client surveys distributed at each VITA site.
* Conduct research, compile data, and prepare papers summarizing key initiatives as needed. Prepare presentations associated with each project and be willing to verbally share outcomes with the UWSJC Board of Directors and others as required.
* Provide excellent financial stewardship for all resources, address all compliance issues, and maintain the transparency necessary for a community-based non-profit.
* Maintain confidentiality by safeguarding ePHI and demonstrating HIPAA compliance to our clients.
* Ensure that HIPAA privacy policies are clearly understood and followed.
* Be a positive UWSJC representative and ensure the organization and its mission and programs are consistently presented in strong, positive ways to the internal team, partners, and relevant stakeholders.
* Protect company assets.
* Support all co-workers and treat them with dignity and respect.
* Support the team in reaching common goals.
* Be able to think and act quickly and efficiently in emergencies.
* May drive on company business.
* Comply with all UWSJC policies and procedures, including but not limited to workplace safety, reporting work-related injuries, Infection Control, and preventing potential safety risks for staff, clients, and others.
* Punctual and regular attendance is an essential responsibility of each employee at UWSJC. Employees are expected to report to work as scheduled, on time, and prepared to start working. Employees also are expected to remain at work for their entire work schedule. Late arrival, early departure, or other absences from scheduled hours are disruptive and must be avoided.
* Other duties as assigned. Please note that this job description is not designated to cover or contain a comprehensive listing of activities, duties, or responsibilities required for the employee. Duties, responsibilities, and activities may change at any time, with or without notice.

**Education and Experience**

**Education** – • Bachelor’s degree required. Master’s degree preferred.

**Experience** – • Three years or experience equivalent to administrative assistant experience preferred or at least one year as an assistant in general project management.

**Knowledge, Skills, and Abilities**

* Attention to Detail: Demonstrates thoroughness in accomplishing tasks and ensures accuracy of work.
* Time/Project Management: Ability to effectively manage and prioritize a high volume of assignments.
* Problem Solving: Demonstrates the ability to solve issues quickly and effectively.
* Technical Skills: Must be proficient in Microsoft Office computer applications (Word, PowerPoint, Outlook, Excel, and Publisher) and Zoom. Canva knowledge is appreciated.
* Customer Service: Meet customers’ needs (both internal and external) in a thorough, professional, friendly, and timely manner.
* Adaptability: Ability to adjust to organizational needs and changes.
* Teamwork/Cooperation: Contribute to cooperation and teamwork using tact, respect, diplomacy, sensitivity, patience, and tolerance.
* Attitude and Effort: Display and maintain a positive attitude in job performance – work ethic, professionalism, and influence on coworkers and others.
* Initiative/Problem-Solving: Display initiative, foresight, willingness to learn, and flexibility when coping with new ideas, methods, and challenges—ingenuity, problem-solving ability, creative thinking, reasoning ability, and sound judgment.
* Organization: Ability to organize, plan, and prioritize work with attention to detail. Must have tolerance for multiple demands and the ability to handle multiple tasks efficiently.
* Communication: Communicate effectively with others (speaking, writing, and listening skills), and the effective use of Company information systems and procedures.

**Environmental Conditions**

* Indoors in a typical office environment with little exposure to excessive noise, dust, fumes, vibrations, and temperature changes approximately 85% of the time.
* Frequent computer use at workstations.
* Travel to workplace sites required. Must have transportation.
* Frequently work at a fast pace with unscheduled interruptions.
* Responsibilities may require an adjusted work schedule and evening/weekend hours in order to meet deadlines or attend various meetings.
* May move (walk or drive) from one work location to another occasionally.

**Physical Demands**

* Ability to walk, reach, sit, stand, stoop, crouch, and climb stairs.
* Ability to move, carry, push, pull, and lift up to 20 pounds.
* Dexterity of hands and fingers to operate a computer keyboard.
* The ability to observe details at close range (within a few feet of the observer).
* Ability to communicate information and ideas so others will understand in English.
* Must be able to exchange accurate information.
* Regular and Consistent Attendance.
* Ability to drive a vehicle.

**Compensation**

* Health Benefits (Medical, Vision, and Dental) effective after 60 days of continuous full-time employment.
* 401K option is available upon the date of hire.
* Generous Paid Vacation
* Generous Sick Leave Benefit
* 14 Paid Holidays
* Employee Birthday Time-Off

**Changes:** This job description will be updated if duties and responsibilities change significantly. Job functions are subject to modification based on business necessity.

**ADA/FEHA:** United Way of San Joaquin County will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990 and California's Fair Employment and Housing Act.

**Equal Opportunity Employer:** United Way of San Joaquin County is an equal opportunity employer and does not discriminate against any applicant or employee because of race, color, religion, sex, national origin, disability, age, or military or veteran status in accordance with federal law. In addition, United Way of San Joaquin County complies with applicable state and local laws governing nondiscrimination in employment in every jurisdiction in which it maintains facilities. United Way of San Joaquin County also provides reasonable accommodation to qualified individuals with disabilities in accordance with applicable laws. All aspects of employment, including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs.

**Diversity & Inclusion Statement Of Principle:** United Way of San Joaquin County opposes discrimination of any form, as evident in our Diversity and Inclusion Statement of Principle. We value the visible and invisible qualities that make you who you are. We welcome that every person brings a unique perspective and experience to advance our mission and progress our fight for the health, education, and financial stability of every person in every community. We believe that each United Way community member, donor, volunteer, advocate, and employee must have equal access to solving community problems. We strive to include diversity, equity, and inclusion practices at the center of our daily work. We commit to using these practices for our business and our communities. We celebrate diversity and are committed to creating an inclusive environment for all employees.

**Certification:** By signing below, I acknowledge receipt of this job description. I have been allowed to ask and receive answers to any questions regarding the job description. I fully understand this job description. I understand that my employer may revise this job description at its sole discretion at any time. Furthermore, I also understand that my employer may assign additional job duties as needed.

I certify that I am fully qualified to perform the position described and can, with or without reasonable accommodation, perform the essential functions of the position.

If applicable, please list any accommodations that would be necessary to enable you to perform the essential functions of the position:

|  |
| --- |
|  |
|  |

I understand that employment with the Company is considered "at-will." Neither the Company nor I am committed to continuing the employment relationship for any specific term. Either the Company or I may terminate the employment relationship at any time, with or without cause and with or without notice.

**For an employee who is currently performing the job, please initial below:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | I have reviewed the job description for my position, and it accurately reflects at least 95%  of the work I do daily. | | | |
|  |  | | | |
|  | This job description should contain the following job responsibilities to be an accurate reflection of my daily or weekly job responsibilities: | | | |
|  | | | | |
|  | | | | |
|  | |  |  | |
|  | |  |  | |
| Employee Signature | |  | Date | |
|  | |  |  | |
| Print Name | |  |  | |
|  | |  |  | |
| Supervisor Signature | |  | Date |