



**United Way of Southwest Colorado  
Team UP La Plata Coordinator Job Description  
January 2023**

**POSITION TITLE:** Team UP La Plata Coordinator

**FLSA:** Exempt

**PAY RATE:** Full-time DOE, salary

**REPORTS TO:** Director of Team UP

**POSITION LOCATION:** La Plata County

**POSITION DESCRIPTION:**

Primary responsibilities include: Supporting the Team UP coalition; coordinating and facilitating meetings; facilitating action planning; managing grants that support the project; developing and implementing action plans, evaluation plans and data gathering; and assisting with community relations related to Team UP's work.

**INTRODUCTION TO Team UP:**

Team UP is a group of local people and organizations who are working to improve outcomes for kids and families in southwest Colorado by using a Collective Impact approach to address our communities' most pressing challenges. Team UP is looking for someone to help coordinate the work of the initiative in La Plata County and the implementation of effective strategies for the communities.

**CORE COMPETENCIES FOR ALL UNITED WAY STAFF:**

- Mission-focused: creates real social change that leads to better and healthier communities, and drives performance and professional motivations
- Relationship-oriented: understands that people come before process, and is astute in cultivating and managing relationships toward a common goal
- Collaborator: understands roles and contributions of all sectors of the community, and can mobilize resources (financial and human) through meaningful engagement
- Results-driven: dedicated to promoting shared, measurable goals for the common good, as well as creating, resourcing, scaling and leveraging strategies and innovations for broad investment and impact
- Brand steward: understands role in growing and protecting the reputation and results of the greater United Way network
- Justice, Diversity, Equity, and Inclusion: committed to furthering United Way's commitment to removing barriers and providing support for Black, Indigenous, and other Peoples of Color (BIPOC) through persona, systemic, and institutional racism

**PRIMARY JOB RESPONSIBILITIES/DUTIES:**

Specific duties and responsibilities include:

<u>Duty No.</u>	<u>Description</u>	<u>Approx. Freq.</u>
1.	Coordinate Team UP steering committee activities, subcommittee or action team activities, planning and evaluation, and ensure all members are kept informed and are effectively engaged in the project. Assist in AmeriCorps program needs as they relate to Team UP and maintain communication with AmeriCorps program director.	40%
2.	Take the lead on planning, developing, and implementing strategies developed by the Steering Committee and related teams.	30%
3.	Seeking grant opportunities. Administration of grants and reporting to the funders as needed, including maintaining a detailed project plan, timelines, updates; providing budgetary oversight (specifically, tracking cash flow of project expenses); track and provide participation data, feedback, and other communications to the funders; assist and participate in project evaluation and lessons learned. Supervising AmeriCorps Members or contractors who are conducting Team UP related grant service or work.	10%
4.	Coordinate and plan community activities, attend public events representing Team UP, and keep partners and the public informed via the project website, newsletter, social media, and communication with local news outlets about project progress and events.	10%
5.	Maintain all data gathered by the coalition including event participation and outcome, volunteer contributions, action team outcomes, and survey information obtained by the activities of the grant in a grant database.	10%

**Specific Work with Community and Systems Partnerships**

- Facilitate public awareness and outreach related to Team UP goals
- Facilitate and participate in Team UP and other related community meetings
- Cultivate and maintain relationships with key stakeholders in order to build support for and to advance Team UP work
- Coordinate steering committee, subcommittees, and action teams as needed to develop, implement, and evaluate action plans and identified project objectives
- Provide progress reports and fiscal reports as required to the Team UP leadership and funders
- Help identify and obtain resources to continue to support and integrate the Collective Impact objectives and deliverables

### **Training and Technical Assistance**

- Participate in all required and relevant state-wide collective impact coalitions and groups, training opportunities and other opportunities as recommended (some travel required).
- Facilitate and coordinate training, project development and implementation, and public awareness activities.

### **QUALIFICATIONS:**

- Bachelor's degree or Associate's Degree combined with relevant work experience
- Professional experience in health and human services, youth education, and/or the leadership of community collaboration efforts
- Significant knowledge of the communities in La Plata County from experience living and/or working in the area
- Significant knowledge of community resources
- Proven ability to coordinate multiple projects
- Ability to organize complex systems to keep information accessible
- Strong communication and coordination skills to keep everyone informed and involved; skill in public speaking can be helpful
- Meeting facilitation—responding to ideas to assure that everyone feels heard, ability to keep the meeting on track while allowing for discussion and questions, being prepared for meetings
- Excellent collaboration, leadership and presentation skills
- Ability to work as a team member as well as independently
- Ability to implement collaborative approaches in all phases of work
- Experience facilitating collaborative partnerships desired
- Ability to maintain, evaluate, analyze and report progress on a variety of programs
- Basic data management skills (ability to keep spreadsheets and understand data)
- Proficiency in Excel, Word, Power Point, Google Docs, Zoom, e-mail communication, and social media
- Knowledge and experience working with multiple government agencies is helpful
- Knowledge and experience in budget management is helpful
- Ability to track activities and payments, etc. for accurate record-keeping
- Ability to work with people from diverse backgrounds

### **ORGANIZATION RELATIONSHIPS:**

Reports to the Director of Team UP in coordination with Team UP La Plata County Steering Committee.

### **PHYSICAL REQUIREMENTS:**

Must be able to perform tasks which involve the ability to exert light physical effort in sedentary to light work on a daily basis. Tasks may involve extended periods of time at a keyboard or workstation. Tasks may also include setting up for events and meetings, traveling across the region, and regular use of standard office equipment such as the telephone, printer, and computer. Demands also involve protracted concentration. Job involves frequent interactions with internal and external customers, and routinely intense public contact.

### **COMPENSATION:**

The salary for this position will initially be between \$22-\$24 per hour depending on qualifications, experience, and available funding (approximately \$45,000-\$50,000 for full-time).

**WORKING DAYS, HOURS AND BENEFITS:**

We will consider candidates for this position who are interested in working between 32-40 hours per week, generally Monday-Friday, although there may be occasional nights or weekends required for certain meetings or events. United Way of Southwest Colorado observes 15 paid holidays annually, and offers paid leave for vacation, sick, and family leave time. Health, vision, dental, and optional 403b retirement account are also available.

**DIVERSITY AND EQUAL OPPORTUNITY STATEMENT:**

United Way values the diversity of our community. In principle and in practice the diverse nature of our board, staff, and volunteers is recognized as one of our best assets. We respect each individual's unique gifts and prohibit unfair or discriminatory practices against anyone because of age, race, color, religion, national origin, disability, gender, sexual orientation, and any other protected category. To read UWSC's Anti-Discrimination Notices, visit <https://unitedway-swco.org/anti-discrimination-notice/>. To read UWSC's Anti-Racism Statement, visit <https://unitedway-swco.org/anti-racism-statement/>.

**APPLICATION PROCESS:**

To apply for this position, please email a letter of interest and a resumé (combined as one PDF document) to Lynn Urban at [lynnu@unitedway-swco.org](mailto:lynnu@unitedway-swco.org). The subject line of your email should be "Team UP La Plata application."

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. Employee's supervisor may add on additional duties as needed. This job description is not a contract or promise of employment.