

UNITED WAY OF BROOME COUNTY
POSITION DESCRIPTION



<u>POSITION TITLE:</u>	HLC Program & Engagement Coordinator
<u>REPORTS TO:</u>	Manager, Health Initiatives
<u>STATUS:</u>	Non-Exempt
<u>CATEGORY:</u>	Full-Time
<u>LOCATION:</u>	Lee Barta Community Center, United Way of Broome County, and off-site locations, as needed
<u>HOURS:</u>	Monday – Friday, 8:30am-4:30pm. Evening and weekend hours may be required as needed for community events and meetings.

United Way of Broome County is a non-profit organization that fights for the health, education, and financial stability of Broome County residents. The organization works in partnership with community organizations and members to drive change that will have positive impact on the critical needs of the community.

POSITION SUMMARY STATEMENT:

This position is responsible for providing support within United Way of Broome County's (UWBC) Community Initiatives & Planning Department at the Healthy Lifestyles Coalition satellite office located at the Lee Barta Community Center. The HLC Program & Engagement Coordinator's primary role will be to develop neighborhood buy-in for the HLC by meeting with residents, businesses, faith leaders, and other stakeholders to develop and implement enrichment/program activities for residents as it relates to the social determinants of health. They are responsible for working in partnership with United Way staff, community partners, community coalitions, school districts, donors, and other stakeholders in planning and implementing programming at the Lee Barta Community Center and locations in the surrounding neighborhood, which meets the needs of the diverse community.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Support the operations of the Lee Barta Community Center, including but not limited to: implementation of programming; promoting community center events and programs through community outreach; record keeping and reporting; and communicating with neighborhood residents, parents, community partners, and school staff.
- Assist in developing community partnerships (public schools, community service providers, social service agencies, etc.), maximizing limited resources and strengthening the neighborhood.
- Coordinate activities, projects, and programs that address the social determinants of health.
- Utilize creative and analytical talents to engage communities in healthy lifestyle programs and activities for youth, individuals, and families.
- Mobilize efforts to recruit and retain program participants to attend planned activities and share skills and best practices.
- Provide leadership development opportunities, promote teamwork, and enhance the skills and abilities of community residents.
- Coordinate the dissemination of information about the initiative's activities, events, and progress with the Health Initiatives Manager and Marketing & Communications Director.
- Perform other duties as assigned by the Community Initiatives & Planning Director and/or the Health Initiatives Manager to support the effective operation of United Way of Broome County and the Lee Barta Community Center.

QUALIFICATIONS:

Qualified candidates for the position will possess the following:

Education and Experience Required:

- Preferred: Bachelor's Degree in education, human development, social work, sociology, or a related field.
- Accepted: Associate's Degree in a related field and 3 years of experience in community organizing, program development, community education, and/or education.

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Skills Required:

- Verbal and written communication skills to include the ability to present ideas clearly and concisely, engage others, and take into consideration the perspectives of others.
- Visioning and strategic thinking skills to include the ability to think long-term challenge imaginations about how the community should work, and create a vision which captures the mind and energizes others to commit to the vision.
- Strategic and operational planning skills to include the ability to create long-term objectives and strategies for meeting goals, allocate resources based on priorities, maintain accountability, and utilize personnel and other resources efficiently to accomplish projects, and anticipate and plan for potential obstacles.
- Problem-solving and decision-making skills to include the ability to identify, analyze, organize, and solve problems in a timely and effective manner and to use data and inputs from others to make sound decisions.
- Interpersonal skills to include the ability to appeal to reason, values, or emotions to generate enthusiasm for the work; commitment to task objectives, or compliance with orders and requests; and the ability to build, leverage, and maintain mutually positive relationships which provide support for and add value to United Way, its programs, and the community.

PHYSICAL DEMANDS: (sitting, standing, lifting, etc.)

The physical demands 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. Occasional walking or standing is required. The hands are regularly used to write, type, key and handle or feel small controls and objects.

**For consideration, please send cover letter and resume to finance@uwbroome.org or mail to:
United Way of Broome County, Inc.
Attn: Finance Associate
PO Box 550
Binghamton, NY 13902**

United Way of Broome County recruits, hires and promotes without regard to sex, race, color, age, national origin, religion, disability, genetic information, marital status, sexual orientation, gender identity/reassignment, citizenship, pregnancy or maternity, veteran status or any other status protected by applicable law.