

**JOB TITLE:** Community Impact Associate

**TEAM:** Community Impact

**FLSA STATUS:** Non-Exempt

**REPORTS TO:** Senior Director of Community Impact

**DATE:** April 2026

**SALARY RANGE:** \$40,000-\$50,000

## **POSITION SUMMARY**

The Community Impact Associate supports United Way's mission by leading and coordinating volunteer-driven education initiatives that advance early childhood and student success. This position provides leadership for Read to Succeed, Kindergarten Countdown Camp, and other education-related initiatives through program management, volunteer and partner engagement, community outreach, and data-driven evaluation. The Community Impact Associate also supports grant compliance, assists with proposal development and reporting, contributes to volunteer engagement efforts, and provides support for community initiatives such as VITA. Working collaboratively across departments and with community partners, this role helps advance United Way's strategic priorities in youth opportunity, healthy community, financial security, and community resiliency.

## **KEY RESPONSIBILITIES**

### **Program Leadership & Coordination**

#### **Read to Succeed**

- Lead coordination and growth of the Read to Succeed initiative, including recruitment, training, and support of community volunteers serving in local classrooms.
- Recruit and support teachers to host volunteers and ensure strong school partnerships.
- Cultivate business engagement by recruiting employers to support employee volunteerism during work hours and/or provide financial support for the program.
- Conduct community outreach and presentations to increase awareness and participation.
- Collect, track, and report program data and outcomes; support continuous improvement and grant reporting.
- Support expansion and implementation of other education-related initiatives as identified.

#### **Kindergarten Countdown Camp**

- Lead planning and coordination of Kindergarten Countdown Camp.
- Recruit and support licensed teachers and classroom aides.
- Collaborate with school personnel to identify eligible students and support student recruitment and enrollment.
- Coordinate communication with teachers, families, and school partners.
- Conduct community outreach and promotion of the program.
- Collect, monitor, and report participation and outcome data; support program evaluation and reporting.

#### **Community Program Support**

- Provide support for the Volunteer Income Tax Assistance (VITA) program, including outreach, volunteer coordination assistance, and seasonal program site support.
- Assist with implementation of community impact initiatives and special projects aligned with United Way's strategic priorities.
- Share the mission, impact, and goals of United Way programs through presentations, materials

distribution, and community networking.

- Support processes related to grant proposals including, assisting with monitoring deliverables and compliance requirements for education and community impact grants.

### **Volunteer Engagement**

- Work with the Community Impact team to support effective use and promotion of United Way's volunteer engagement platform.
- Provide support to nonprofit partners utilizing the platform and assist with volunteer opportunity coordination as needed.
- Assist in planning and coordination of the annual Community Volunteer Luncheon and related volunteer recognition activities.

### **Coalition & Community Engagement**

- Participate in collaborative community efforts and represent United Way in education and related community partnerships.
- Support cross-sector partnerships that advance educational success and family stability.

### **Administrative & Cross-Team Support**

- Contribute to program evaluation, impact reporting, and continuous improvement efforts.
- Collaborate across departments to align programmatic work with organizational goals.
- Perform other duties as assigned to advance the mission of United Way.

### **Qualifications**

- Bachelor's degree in nonprofit management, social services, public administration, or related field, or equivalent experience.
- Experience in volunteer management, program coordination, or nonprofit work preferred.
- Experience in education, youth development, school partnerships, or related fields preferred, but not required.
- Strong organizational and project management skills, with the ability to manage multiple priorities.
- Excellent written and verbal communication skills; grant writing experience a plus.
- Proficiency with Microsoft Office Suite and comfort with online platforms/volunteer management systems.
- Required to complete all required IRS certifications plus Site Coordinator training.
- Ability to work independently, as part of a team, and with diverse community stakeholders.
- Flexibility to work some evenings and weekends as program needs require.

### **COMPETENCIES**

This set of competencies represents the **CORE** competencies that **ALL United Way staff** regardless of role and position must possess. The Core Competencies represent the foundation and must be integral part of each position. The functional competencies are add-on to the core competencies, further defining the specific roles and positions as they relate to a particular job function the staff member is performing.

- **Mission-Focused:** Catalyze others' commitment to the mission to create real social change that leads to better lives and healthier communities. This drives their 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 the roles and contributions of all sectors of the community and can

mobilize resources (financial and human) through meaningful engagement.

- **Results-Driven:** Dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
- **Brand Steward:** Steward of the brand and understands their role in growing and protecting the reputation and results of the greater network.

### **PHYSICAL REQUIREMENTS and ENVIRONMENT:**

To accomplish the essential functions of the position, one must be physically able to frequently and routinely:

- Walking short distances
- Bending, stooping, twisting
- Reaching above and/or below the shoulder
- Handling/grasping documents or office equipment
- Sitting and/or standing for short or extended periods of time
- Clear speaking and adequate hearing sufficient to communicate effectively and respond appropriately in person and/or on the telephone
- Vision sufficient to read source materials and computer screen data
- Repetitive motions for computer equipment use
- Requires exertion of force of 20 pounds occasionally, 10 pounds frequently, and/or 5 pounds continuously to lift/carry/move objects, files, and documents
- Work is performed primarily in an office environment using standard office equipment

### **TRAVEL**

Travel is primarily local during the business day.

### **Note**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at-will" relationship. The job description is subject to change with or without notice at any time.

By signing below, I am acknowledging that I have read and understand the job requirements, responsibilities and expectations set forth in the job description provided for my position. I attest that I am able to perform the essential job functions as outlined with or without any reasonable accommodations.

Received and accepted by Employee:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

*United Way of Greater Lafayette is an Equal Opportunity Employer, Drug-Free Workplace and complies with ADA regulations as applicable.*