
UNITED WAY

Goodhue, Wabasha & Pierce Counties

United Way of Goodhue, Wabasha, & Pierce Counties seeks a part-time Administrative Program Coordinator to assist in general administrative and program processes.

The Mission of United Way of Goodhue, Wabasha & Pierce Counties is to improve people's lives by mobilizing the caring power of our communities in Goodhue and Wabasha Counties, Minnesota and Western Pierce County, Wisconsin. We unite people and resources to build a stronger community focused on the three pillars of education, basic needs, and health. United Way recruits people and organizations who bring the passion, expertise and resources needed to get things done. The Administrative and Program Coordinator reports to the Executive Director and helps in the overall day-to-day functioning of the office and coordinates our internal programs.

Pay Range: \$20.00-\$22.00/hour

To apply, please send a resume and cover letter addressing your interest and qualifications for the position via email to nmechelke@unitedwaygwp.org.

Position Description

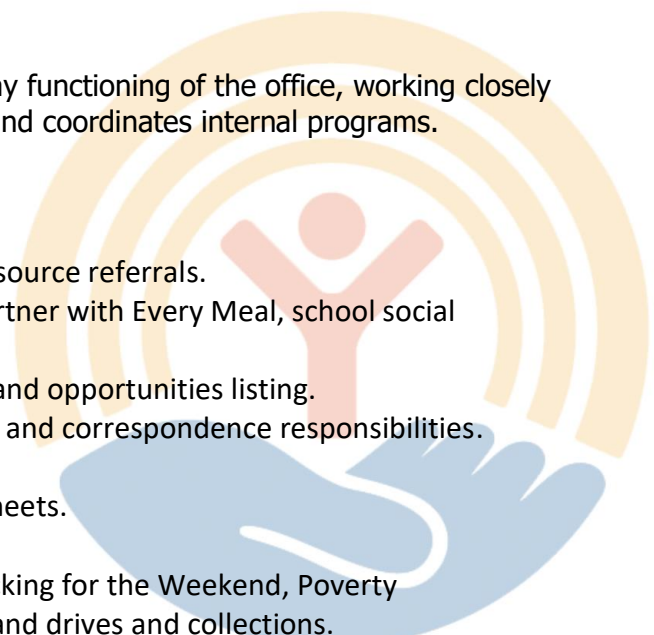
Position: Administrative and Program Coordinator

Supervisor: Executive Director

Purpose: This position helps in the overall day-to-day functioning of the office, working closely with and providing support to other staff members, and coordinates internal programs.

Duties and Responsibilities:

- Manage phones and visitors and provide resource referrals.
- Lead Packing for the Weekend Program; partner with Every Meal, school social workers, volunteers and place meal orders.
- Handle volunteer recruitment, recognition and opportunities listing.
- Interact with volunteers and donors: phone and correspondence responsibilities.
- Support United Way committees.
- Maintain volunteer contact lists and time sheets.
- Maintain the UW -GWP website.
- Maintain records for internal programs: Packing for the Weekend, Poverty Simulations, Fare for All, Blue Bookshelves and drives and collections.



1755 OLD WEST MAIN STREET | SUITE 101 | RED WING, MN 55066

(651) 388-6309

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- Maintain office documents including incoming and outgoing agency and donor correspondence (agreements, tax receipts, fund development letters).
- Maintain office supplies inventory, arrange for repair and maintenance of office equipment, and manage mail and other packages.
- Data entry of donor information, pledges, and gifts.
- Organize and count donated items.
- Maintaining confidentiality in all aspects of United Way's work.
- The Executive Director may adjust responsibilities to meet organizational needs.

Desired Qualifications:

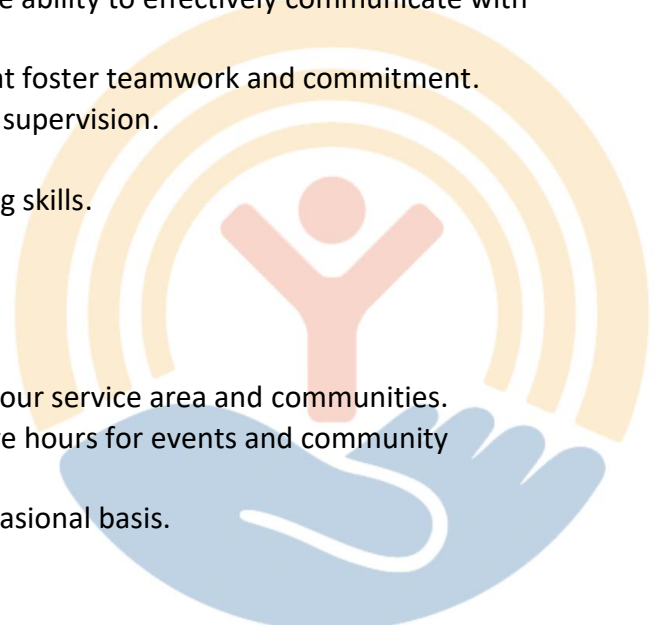
- High school diploma
- Minimum 2 years of experience in an office setting or similar
- Successful background check
- Driver's license or able to move around our service area

Desired Skills and Abilities:

- Skilled in relevant technologies including MS Office, and social media platforms.
- Ability to quickly learn Customer Relationship Management data base, Internet website maintenance and financial platforms.
- Strong written communication skills, including the ability to edit, proofread, spell, and use proper grammar.
- Strong oral communication skills, including the ability to effectively communicate with diverse populations.
- Strong interpersonal communication skills that foster teamwork and commitment.
- Ability to make sound decisions with minimal supervision.
- Ability to multi-task.
- Detail-oriented mindset with strong organizing skills.
- Reliable and conscientious.

Physical and Mental Demands

- Limited time away from the office working in our service area and communities.
- Occasionally requires presence during noncore hours for events and community activities.
- May include lifting up to 40 pounds on an occasional basis.



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Job Type: Part-time. 20-25 hours / week. Some flexibility in work hours based on the needs of the organization.

Pay Range: \$20.00 - \$22.00 / hour

Benefits:

- Vision Insurance
- Dental Insurance
- Retirement Plan (3% Match)
- Paid time Off
- Flexible work hours

United Way of Goodhue, Wabasha & Pierce Counties (UWGWP) is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We aim to create an environment that is welcoming and inclusive of diverse people, backgrounds, and experiences. Our goal is to have a workforce that is reflective of the communities we serve. We promote an equitable and culturally aware working environment where everyone can be their authentic selves. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, age, or any other protected characteristic as outlined by federal, state, or local laws.



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