**Community Impact Administrative Coordinator** A blue and white logo with a person holding a rainbow

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**Why Join United Way of Central Florida?**

Imagine a career where your work directly contributes to positive change in your community. At United Way of Central Florida (UWCF), we are committed to improving lives and strengthening communities through strategic investments, collaborative initiatives, and impactful programs. Join a dedicated team in a mission-driven environment that offers professional growth, meaningful work, and competitive benefits.

**Position Overview**

The Community Impact Administrative Coordinator plays a critical role in supporting the Community Impact team, ensuring efficient operations and successful execution of initiatives. This position will provide high-level administrative and logistical support, manage key projects, and assist in coordinating training, data collection, and stakeholder engagement efforts. The ideal candidate is highly organized, proactive, and detail-oriented, with excellent communication and problem-solving skills.

**Key Responsibilities**

* **Administrative Support:** Schedule and coordinate meetings, prepare agendas, take minutes, and manage logistics (e.g., venue setup, food arrangements).
* **Project Coordination:** Assist in planning and executing Community Impact training programs, data collection initiatives, and special projects.
* **Database & Reporting:** Maintain team records, update database systems (e.g., Andar CRM), and generate reports to support decision-making.
* **Team & Committee Support:** Provide administrative support to Community Investment Teams and Impact Area Steering Committees, ensuring smooth operations and effective collaboration.
* **Process Improvement:** Identify and implement best practices for administrative efficiency, document management, and stakeholder communication.
* **Cross-Departmental Collaboration:** Work closely with internal teams, community partners, and external stakeholders to advance the organization’s mission.

**Qualifications & Skills**

* **Education:** Associate’s degree (AA) in Business Administration, Nonprofit Management, or a related field preferred. Equivalent work experience may be considered.
* **Experience:** Minimum of 1-3 years of administrative support experience, preferably in a **nonprofit or community-based** organization.
* **Technical Skills:** Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint, Outlook) and database management systems. Experience with Andar CRM or similar donor management software is a plus.
* **Communication:** Strong written and verbal communication skills, with the ability to draft reports, business correspondence, and professional presentations.
* **Organizational Abilities:** Ability to prioritize tasks, meet deadlines, and handle multiple projects in a fast-paced environment.
* **Problem-Solving & Analysis:** Ability to interpret data, generate reports, and support strategic decision-making.
* **Interpersonal Skills:** Ability to engage professionally with leadership teams, volunteers, and community partners in a collaborative manner.
* **Confidentiality & Ethics:** High level of discretion and ability to handle sensitive information with integrity.

**Compensation & Benefits**

Starting hourly salary range is $18.75 - $20, based on experience and qualifications. Our work week is 37.5 hours.

Comprehensive benefits package, including paid time off and professional development opportunities.

**Join Our Team**

If you are passionate about community impact and thrive in an administrative support role, we encourage you to apply! Submit your resume to hr@uwcf.org to take the first step toward joining our mission-driven team!

**Diversity & Inclusion at UWCF**

At UWCF, we believe diversity creates a healthier atmosphere. We are an Equal Employment Opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.

UWCF is a drug-free workplace. Candidates are required to pass a drug test before beginning employment.