



ASSIGNMENT DESCRIPTION

ROLE IDENTIFICATION

Role:	Coordinator, Agency Engagement
Department:	Community Impact
Reports to:	Senior Director, Policy, Planning and Investment

PURPOSE OF ASSIGNMENT

The Coordinator, Agency Engagement, under the direction of the Senior Director, Policy, Planning and Investment, will lead the day-to-day support and fulfillment requirements for the Community Investment team, providing project management, administrative, and communications support to ensure effective and efficient operations.

RESPONSIBILITIES

- Provide administrative and project management support to the Community Investment team, ensuring a high degree of accuracy, thoroughness, and confidentiality.
- Coordinate Speakers' Bureau and "Seeing is Believing" activities (i.e. booking speakers for events, working with agencies to provide tours of their facilities for groups of donors, etc.)
- Schedule and calendar meetings, conference calls, appointments, and other activities.
- Support meetings and events, including scheduling, meeting/event logistics, advance and follow-up correspondence, and materials for meetings, creation of meeting minutes/notes, distribution of materials.
- Support the Community Investment Committee, and maintain contact and distribution lists.
- File and maintain organized records (paper and electronic).
- Compose, type, and proofread correspondences (letters, e-mails, memos) as required.
- Prepare reports including complex documents with diagrams, tables or graphs.
- Direct incoming correspondences to the appropriate staff.
- Provide occasional back-up reception coverage, and participate in reception relief on a rotational basis within the organization
- Perform ongoing agency record maintenance as required.
- Extract, modify and format information from the database to prepare documents in Excel, Word or PowerPoint.

- Support the development and tracking of funding agreements
- Provide accurate, up-to-date agency information through established reporting mechanisms

TIME COMMITMENT

This assignment is a full-time opportunity for 12 months starting August, 2020 and includes professional training. The candidate must be available for the full duration. We will also consider a shorter time commitment (6-9 months).

QUALIFICATIONS

- Ability to efficiently balance a diverse range of assignments and projects with high efficiency and thorough attention to detail and follow-through.
- Ability to work in a fast-paced environment, often with multiple and conflicting priorities, while remaining focused and flexible.
- Intermediate to advanced proficiency with Microsoft Office suite of programs, especially Word, PowerPoint and Excel
- Proficiency in database use for purposes of pulling required information and interpret data for accuracy purposes.
- Able to take initiative and proven ability to carry projects to completion with minimum supervision.
- Excellent teamwork, interpersonal and constituent service skills including the ability to work respectfully with a diverse set of constituents including high level donors.
- Developed organizational and time management skills.
- Bilingualism is an asset.

BENEFITS OF THIS ASSIGNMENT

- Apply and refine the following professional competencies through experience in the non-profit sector: Communication; Interpersonal; Client Services; Self-Management; Thinking; and Organizational
- Opportunity to work with a dynamic community organization
- Network with United Way East Ontario staff and volunteers
- Contribute to making our community stronger, healthier and safer for all

HOW TO APPLY

Please **obtain your manager's approval**, and then send your CV and a cover letter (maximum 500 words) to jgsteil@unitedwayeo.ca. Please indicate which positions are of interest and copy your manager in your submission.