

***Our Mission: To improve lives by uniting the caring power of our community.***

## Career Opportunity

### Community Impact Coordinator, Health

Posting Date: 1/16/2020

Deadline: 1/31/2020

To apply, please send a cover letter and resume to: [careers@unitedwaydm.org](mailto:careers@unitedwaydm.org).

For organizational information and information related to our health initiatives, please visit our website at [www.unitedwaydm.org](http://www.unitedwaydm.org).

#### **Organizational Summary:**

United Way of Central Iowa (UWCI) brings together individuals and organizations from every corner of central Iowa to create and implement initiatives focused on producing real results in the areas of education, income and health. Our health initiatives focus on giving all central Iowans equal opportunity to make healthy choices. Our specific investments in physical, social and community well-being are helping to raise the Gallup Well-Being Index score, a comprehensive measure of health, to 64.5 by 2020. Community Impact funded programs and initiatives are established in close partnership with the UWCI Health Cabinet, which is comprised of volunteers with expertise and a passion for advancing successful health initiatives in the community.

#### **Position Summary:**

The Community Impact Health Coordinator supports and advances United Way of Central Iowa's (UWCI) mission of improving lives by supporting the Community Impact Officer, Health with projects, initiatives and collaborations that facilitate community outcomes and measurable results in the area of health. This position will coordinate and lead assigned health programs and community collaborations, analyze and monitor performance measures, and provide support and guidance as needed in key result areas for health. The Health Coordinator will assist the Community Impact Officer, Health in providing the Cabinet with information, research, and program development as needed.

The ideal candidate will have passion for UWCI's mission and work in the community and experience in a human services or nonprofit organization, in particular knowledge of health-related systems and programs. Proven ability to develop strong relationships and collaborations with others is necessary in order to lead and/or facilitate health programs and collaborations. This is a 30-hour per week position and is eligible for the UWCI benefits package.

#### **Why Choose UWCI?**

United Way of Central Iowa is an established and highly respected nonprofit in the Central Iowa area and the United Way Worldwide network. Employees at UWCI have a passion for the organization's mission and community impact work and strive to create a positive, inclusive and welcoming work environment. Our Core Values of **Compassion, Integrity, Community Engagement, Responsiveness and Striving for Excellence** is the foundation for how we do our work and to reach our aspiration to "Engage Community to Empower All." In addition to a competitive salary and robust benefits package including health insurance, a dental plan, 401(k) with match and paid life insurance, we offer the following:

- On-site cafeteria
- Free, newly remodeled on-site fitness center
- Commitment to employee professional development
- Fostering diversity, equity and inclusion initiatives
- Fun monthly opportunities for employees to build camaraderie

- Wellness initiatives
- Convenient central Des Moines location with free parking
- Paid volunteer time off
- Participating in cross-functional teams and organization-wide initiatives and projects
- Tuition Assistance
- Generous paid vacation plan, holidays, a personal holiday and sick time

**Essential Accountabilities Include (but not limited to):**

- At the direction of the Community Impact Officer, Health, manage and facilitate assigned programs and community collaborations established in conjunction with the volunteer Health Cabinet.
- Lead the 5-2-1-0 Healthy Choices Count initiative at United Way of Central Iowa. This includes providing leadership for the Well Kids of Central Iowa Coalition, and closely coordinating with 5-2-1-0 program partners.
- Provide direction and program development for special projects and new programs as they arise. This includes conducting environmental scans, meeting with stakeholders, identifying best practices and strategies, and executing on plans.
- Integrates work with the UWCI volunteer and marketing areas to co-design projects that are cross cabinet and cross functional.
- Aligns work and behavior with United Way's Code of Ethics and Organization Values.

**Competencies:**

- **Relationship Skills:** ability to establish and maintain good rapport and relationships with customers and coworkers.
- **Analytical Skills:** Ability to develop information and raw data into meaningful conclusions.
- **Communication Skills – Oral:** Ability to send tactful and appropriate verbal messages and listen to others' response in order to convey information.
- **Communication – Written:** Ability to write concise, clear letters, reports, articles, or emails including proofing and editing work.
- **Technical aptitude:** Ability to relate to topics that require specialized knowledge and understanding.
- **Project Management:** Ability to plan, organize, direct and control tasks to meet a specific goal.
- **Tactful –** Demonstrates a high level of ability to show consideration and avoid giving offense in dealing with others.

**Education:**

- Bachelor's Degree in human services or related field. Extensive experience in lieu of some education may be considered.

**Experience:**

- Three to five years' experience in a human service/non-profit organization.
- Facilitating and/or leading programs and/or collaborations
- Knowledge health-related systems and programs
- Strong proficiency in Microsoft Office applications including Word, Excel, and PowerPoint; exposure to database management
- Ability to drive own vehicle in the central Iowa area.

United Way is an equal opportunity employer and employment practices are implemented without regard to race, color, national origin, gender, religious beliefs, age, disability, sexual orientation, citizenship status, military status or any other basis protected by federal, state or local fair employment practices.