

POSITION POSTING

EOE M/F/D/V

Date Posted: July 30, 2008 **Closing Date:** August 15, 2008
Position Title: Program Assistant
Department: Community Impact
Supervisor: Vice President, Community Impact
Salary: \$30,000-\$35,000 Based on Experience
Start Date: September 15, 2008
Position Status: Regular, full-time
Job Classification: Non-Exempt

POSITION OVERVIEW

The successful candidate will assist the VP for Community Impact in all elements of UWM's community work including grant making, grant management, advocacy, grant development and special initiatives. In addition, the Program Assistant will be responsible for the development and management of a program that provides free tax preparation assistance.

RESPONSIBILITIES

- Administrative support, correspondence, meeting coordination.
- Research best practices in areas of policies, programs and community engagement strategies relating to social services and grant opportunities.
- Develop tax preparation program including coordinating sites, recruiting, training and acknowledging volunteers, staffing relevant committees and report writing.

REQUIRED QUALIFICATIONS

- Excellent organizational, interpersonal, communication (oral and written), public speaking, and computer skills.
- Facility with software programs (MS Word, Access, Excel, Power Point, Outlook, Publisher)
- Candidates must consistently demonstrate the ability to work independently and as a member of an impact team.
- Ability to develop positive interpersonal and working relationships with various publics, including volunteers, networks, UWM staff, human services organizations, schools, faith-based organizations, funders and supporters.
- Ability to prioritize projects and manage time effectively.

PREFERRED QUALIFICATIONS

- Bachelor's degree or experience in related field.
- Grants development/management.
- Research.
- Non-profits, boards, and volunteer management, United Way experience.
- Special event planning and management.

Qualified candidates should submit resume and cover letter to:

Vice President, Community Impact

United Way of the Midlands

P.O. Box 152

Columbia, SC 29202

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Fax #: (803) 779-7803