United Way of Weld County
970-353-4300
www.UnitedWay-Weld.org

814 9th Street
Greeley, CO 80631

330 Park Avenue
Fort Lupton, CO 80621

PO Box 1944
Greeley, CO 80632

UNITED WAY POSITION DESCRIPTION
READING GREAT by 8 ADMINISTRATOR

ORGANIZATION OVERVIEW

Through the vision and support of United Way donors and volunteers, together we are building a better Weld County, one where:

- children are reading to learn by the start of fourth grade
- youth are working at good jobs by age 25
- families have stable housing
- older adults are aging well and
- people are connecting to the help they need.

OVERVIEW OF RESPONSIBLITIES

Reading Great by 8 Administrator supports the RGby8 team and the Early Childhood Initiatives Director. The administrator leads the Roadmap4Kids website, school readiness calendar and RGby8 social media platform. Provides direct support to the Director and the council meetings/outreach. The administrator supports the work of the children's team: meetings, procurement, and general administrative duties. The Reading Great by 8Administrator is an integral part of the children's team and will provide support and collaborate with other team members as well as other agency members as needed to support the missions related to Reading Great by 8 (RGby8) and United Way of Weld County (UWWC).

KEY RESPONSIBILITIES/ESSENTIAL FUNCTIONS

Children's team management

- Lead and assist in meeting planning and facilitation. (Children's Team, and Coordinator's); Including adding a virtual option for any meeting. Including weekly and timely reminders to Children's Team. Write correspondence, memos, agendas, reports, meeting notes, invitations, etc.
- Facilitate and assist in Children's team Professional Development, including book club, conferences, etc.
- Gather and submit monthly program accomplishments.
- Assist with organization, cleanliness, and maintenance of office and supplies.
- Assist orientation of new Children's Team staff.
- With other UWWC staff, maintain Andar database for all program participants (volunteers, committee members, collaborators, etc.). Process monthly volunteer hours for Council and provide support and training RGby8 Coordinators to complete theirs.
- Update and report to UWWC Dashboard (input Reading Great by 8 program measures for community agencies).
- Manage Children's Team filing system (electronic and paper). Including creating and work with Coordinators to maintain grant folders for each grant/program.
- Gather and submit monthly program expenses, manage relationships with RGb8 vendors.
- Manage volunteers and interns (as needed).

Support to Director

- Communicate with and provide support for the Director of Early Childhood Initiatives on a consistent basis.
- Participate in developing annual goals and objectives with the Director of Early Childhood Initiatives.
- Track program expenses (including coding and reporting); work with Director to monitor for accuracy in program budgets and grant statements of work.

Project oversite:

- Promote Reading Great by 8 on social media. (Including UWWC Facebook and Instagram)
- Facilitate the monthly newsletter to community partners, providers, etc.
- Manage Roadmap4Kids marketing, correspondence, outreach (including presentations and distribution of materials to agencies in Weld) and website maintenance.
- Creating content, ordering, and distribution tracking for all Reading Great by 8 marketing materials including but not limited to Roadmap4kids.
- School Readiness calendar: facilitate in gathering updated content, ordering and distribution to agencies

Program Oversight: Weld County's Early Childhood Council & Executive Council Support

- Schedule meetings.
- Make space and meal reservations.
- Notify/remind council members (email and phone).
- Prepare handouts and presentations for the council meetings.
- Set up meeting space.
- Attend meetings and record notes.
- Assist with tracking and entering data for council work into quarterly and annual reports (survey).
- Facilitate ECC sub-committees, as requested.
- Assist in recruitment and orientation of new members.
- Bi-monthly and/or timely community and early childhood updates.

United Way of Weld County General

- Support and promote the mission, values, goals and objectives of United Way, including representing United Way in professional organizations and the community (as assigned).
- Support fundraising efforts of United Way and activities that support United Way.
- Support United Way annual events, disaster response, and other activities as assigned.
- Participate in staff meetings and in service opportunities.
- Contribute to organizational promotions including writing promotional copy, proofreading informational and campaign materials, participation in outreach, etc.

EDUCATION/EXPERIENCE REQUIREMENTS

- Associate's Degree and/or administrative experience preferred.
- Strong level of comfort with technology, MS Office including Outlook, Excel, and word, One Drive, Google Documents, Zoom, Teams, Etc.
- Familiar and comfortable using social media platforms.
- Strong interpersonal and communication skills.
- Ability to work independently.
- Detailed oriented with the ability to connect work to the big picture.
- Organizational skills to accomplish variety of tasks and track accomplishments.
- Bi-lingual (English/Spanish) preferred.

UNITED WAY WORLDWIDE CORE COMPETENCIES FOR ALL STAFF

- Mission-Focused: Catalyze others' commitment to mission to create real social change that leads to better lives and healthier communities. This drives their performance and professional motivations.
- Relationship-Oriented: Understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- Collaborator: Understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- Results-Driven: Dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
- Brand Steward: Steward of the brand and understands his/her role in growing and protecting the reputation and results of the greater network.

POSITION STATUS

- Full-time, non-exempt
- Background check required
- Salary Range: 15.86 – 16.82 per hour

BENEFITS

- Insurance options include voluntary medical, dental, vision, and supplemental insurance, as well as automatic life insurance, and an available FSA plan.
- The leave plan includes vacation, sick, parental leave, short-term disability, and several paid holidays.
- The retirement plan is open to all employees after one year, and the employer contribution is determined by the Board of Directors.

EQUAL OPPORTUNITY EMPLOYMENT STATEMENT

United Way of Weld County is an Equal Opportunity Employer and conducts its recruitment and hiring based solely upon job-related qualifications, without regard to race, color, religion, age, sex, national origin, sexual orientation, disability or veteran status.

APPLICATION INSTRUCTIONS

Please visit our website at https://www.unitedway-weld.org/careers to view the full job description and application instructions.

Send resume and cover letter to Rebecca Rickers, Human Resource Manager, at rrickers@unitedway-weld.org. Review of applications will begin on (January 10, 2022) and will continue until position is filled.