

Job Description

UNITED WAY OF ANDERSON COUNTY

Community Impact Program Coordinator

PURPOSE OF POSITION

The Program Coordinator will serve two key roles within the United Way of Anderson County.

Teaming for Teens:

The coordinator will lead efforts for the Teaming Teens project, a grant-funded initiative through the Annie E. Casey Foundation. This program builds a local coalition in providing resources and support to families with teens at risk of becoming involved in systems such as foster care or juvenile justice. The coordinator will facilitate partner collaboration, implement prevention strategies, and ensure goals are met through data-driven, family-centered approaches.

Community Impact and Special Projects:

Beyond Teaming for Teens focus, the coordinator will assist with Community Impact initiatives, managing relationships with partner agencies, ensuring grant and MOU (Memorandum of Understanding) compliance, conducting site visits, and gathering impact stories. The role also includes coordinating with the Directors of Community Impact and Resource Development on workplace campaigns and preparing reports for the Healthy Community Committee.

This position requires a passionate, organized individual with strong interpersonal skills.

JOB RELATIONSHIPS

External

- Regular contact with the public, staff, volunteers, donors, and board members.

Internal

- Reports to the Director of Community Impact. Works closely with the Resource Development team and Director of Marketing & Programs.

RESPONSIBILITIES

Key Responsibilities

- **Help Lead the Teaming for Teens Coalition:** Coordinate the Teaming for Teens Coalition by organizing meetings, fostering partnerships with schools, agencies, and stakeholders, and driving collaborative action plans aligned with Annie E. Casey Foundation grant goals.
- **Program Development and Implementation:** Design and execute programs, workshops, and resource strategies for families with teens. Identify service gaps and advocate for prevention and early intervention solutions.
- **Data Management and Evaluation:** Collect, analyze, and report program data on engagement, resource use, and impact. Use insights to refine approaches and demonstrate results to funders and partners.
- **Community Outreach and Engagement:** Build relationships with families, teens, and community members through outreach and events. Ensure programs are inclusive, accessible, and culturally responsive.
- **Support Special Projects:** Support departmental initiatives within Community Impact such as grant writing, event planning, volunteer coordination, as assigned.

- **Administrative Duties:** Maintain accurate documentation, timelines, and reports. Prepare presentations and proposals for internal and external audiences.
- **Compliance and Best Practices:** Ensure adherence to grant requirements, ethical standards, and United Way policies while staying current on best practices and external audiences.

JOB REQUIREMENTS

Education and Experience

- Bachelor's degree with emphasis on business, marketing, communications, or social services.
- Three or more years in sales, marketing, fundraising, or volunteer management.
- United Way experience preferred.

Skills and Competencies

- Experience in program Management, Special Event Planning, and Collaborative Work.
- Excellent communication skills, both oral and written.
- Excellent presentation skills.
- Professional and caring attitude, ability to work well in a diverse atmosphere.
- Excellent interpersonal skills.
- Ethical and trustworthy.
- Ability to work well as a "team player".

SALARY AND BENEFITS

Salary range for this position is \$40,000 – \$45,000, commensurate with experience.

The United Way of Anderson County offers competitive compensation based on prior experience and qualifications as well as comprehensive benefits that support our team. Benefits we offer include health, life, short term disability, dental and vision insurance, gym membership, and 401k. United Way of Anderson County pays generously towards the cost of these benefits for eligible employees.

Job Classification: Full Time, Exempt

Approved By: Kevin Capell

Date: October 2025

Interested Candidates

If you are interested in this position, please submit a cover letter and resume to Kevin Capell, kevin@uwandsc.org.

The United Way of Anderson County is an equal opportunity employer and value diversity. All employment is decided on the basis of qualifications, merit and business need.