



## Job Description

**Job Title:** Community Partnership School Manager I  
Expanded Learning Coordinator

**Status:** Exempt

**Department:** Community Impact

**Reports to:** Regional Director, Community Partnership Schools

**Location:** Lee, Hendry and Glades Counties

**Send resume to:** Angela@unitedwaylee.org

### ABOUT UNITED WAY OF LEE, HENDRY, AND GLADES

United Way of Lee, Hendry, and Glades (UWLHG) is a volunteer driven organization dedicated to improving the quality of life for all people in our community. This is accomplished through fundraising, fund distribution (90+ partners), community building, volunteer advancement, and information and referral. UWLHG is an \$11 million nonprofit social services organization, with 60 employees in four locations. The majority of funding is from private donations although UWLHG also receives local, state, and federal grants.

#### Summary:

Assist the Community Partnership School Director with correspondence, appointments, contact databases, and daily administrative duties. Support the Community Partnership School grant process through its entirety including monitoring, financial tracking, and agency monitoring. Develop, coordinate, and oversee the collaborative process in Community Partnership School related extended learning and enrichment programs. Works closely with partner agencies, building relationships, and managing program effectiveness and outcomes.

#### Essential Functions

1. Manage and support daily Community Partnership School operations
2. Assist agencies offering services at the Community Partnership School
3. Responsible for scheduling meetings, appointments, and other functions for the Community Partnership School
4. Oversee communications in relation to the Community Partnership School and the grant process
5. Coordinate and manage expanded learning opportunities
6. Explore educational and social emotional supports, implementation, and best practices
7. Assist with managing contracts related to the Community Partnership School
8. Track data, manage deliverables and outcomes required by funding sources
9. Work in partnership with the University of Central Florida, Lee County School District, Florida Gulf Coast University, and Lee Health to assist in the implementation of the Community Partnership School
10. Participate in trainings and site visits related to the Community Partnership School development
11. Coordinate, facilitate, and participate in Community Partnership School's cabinet, council, and team meetings.
12. Participate in community outreach events to promote the program
13. Act as a liaison to the network of United Way agencies to identify potential programs
14. Work as a liaison to the United Way finance department to report funding, and department related Purchase Orders
15. Collect, maintain, and monitor monthly reports
16. Maintain and update the relevant databases throughout Outlook, spreadsheets, Icarol, and Andar
17. Work with multiple departments to achieve individual and departmental goals as assigned by the Vice President of Community Impact, as well as the Community Partnership School Director

## 18. Assist the Community Partnership School team with goal achievement

**Other Duties:** Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Supervisory Responsibilities:** Responsible for supervising Community Partnership School's interns and expanded learning volunteers. Responsible for managing the CPS staff and office in the absence of the director.

**Qualifications:** The following requirements are representative of the knowledge, skill, and/or ability required to satisfactorily perform the essential job duties.

**Education and/or Experience:** Minimum of Bachelor's degree or comparable work experience. A minimum of two years of experience in a school or community setting. Customer service, and social service experience preferred.

**Knowledge** of Relationship Building, Community Relations, and Project Implementation and Management.

**Interpersonal Skills:** Excellent active listening, and interpersonal skills required. Strong problem solving, critical thinking, prioritization and judgment skills required. Business writing skills are necessary. Strong administrative and operational skills essential.

**Language Skills:** Ability to write reports and business correspondence. Ability to present information to and respond to questions from groups of diverse organizational employees, managers, and senior level high profile decision makers.

**Computer Skills:** Requires knowledge of MS office software and data base programs.

**Presentations Skills:** Public speaking may be required.

**Licenses:** Valid Florida Driver's License with a driving record that meets our insurance guidelines.

**Other Skills:** Problem solving capabilities and cultural diversity skills. The ability to handle confidential information appropriately.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk, and/or hear. The employee is frequently required to use finger and hand motion and occasionally to stand, walk, and reach with hands and arms. The employee must frequently lift and/or move up to 30 pounds and occasionally lift and/or move up to 40 pounds. There may be additional physical requirements associated with volunteer events. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

Requires talking, hearing, and visual acuity sufficient to perform these major functions. Approximately 50% of the work of this position is spent at project sites, in offsite meetings, or traveling to various locations.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job operates in a professional office environment, off site venues, and outside event areas in various weather conditions. This role routinely uses standard office equipment such as computers, phones, and photocopiers.

This is a Full-Time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m. Occasionally, flexibility is needed to meet client's needs; working evenings, weekends, and alternative hours required as job duties demand.

United Way is an equal employment opportunity employer and does not discriminate against any person because of race, color, creed, religion, sex, national origin, disability, age, genetic information or any other characteristic protected by law. This nondiscrimination policy extends to all terms, conditions, and privileges of employment as well as the use of all company facilities, participation in all company-sponsored activities, and all employment actions. United Way will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship.

Terms of employment are subject to satisfactory negative drug testing as part of our drug-free workplace program. Background testing will be conducted because of the nature of the position. Applicants may be asked to take an online skill assessment.

**Additional information:**

- UWLHG is an exceptional workplace that can provide you with:
  - Opportunity to work with smart, passionate, and enthusiastic team members and volunteers.
  - Working with diverse staff and other constituents.
  - Culture of high-performance expectations and accountability.
  - Exciting and challenging work.
  - Opportunity to help solve the community's toughest problems.
  - Competitive pay that is commensurate with demonstrated successful performance and experience.
  - Paid Health and Dental Insurance for employee, 401K, and Monthly Accrued PTO.

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| I understand and agree to the duties and expectations of my role as outlined in this job description. |      |
| <hr/>   |      |
| Employee Name   |      |
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| Employee Signature  | Date |

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