



Project Coordinator

Job Description

Please submit cover letter and resume to dina.sears-graves@uwsect.org by March 30, 2018.

Overview

In Norwich, a significant number of households are employed and have earnings above the Federal Poverty Level yet are below a basic cost-of-living threshold. United Way calculated this “household survival budget” threshold through the ALICE Study, an acronym for Asset Limited, Income Constrained, Employed. Combined with households below the Federal Poverty Level, 47% of Norwich households cannot afford basic necessities such as housing, child care, food, health care, and transportation. This large scale social problem requires broad cross-sector collaboration to solve.

United Way of Southeastern Connecticut (UWSECT), in partnership with the municipal government of Norwich, was awarded a \$15,000 planning grant from the Boston Federal Reserve to develop a collaborative plan on how to reduce poverty over a ten-year period. This multi-year plan had to be designed in a way that supported collaborative approaches to economic development specifically around creating opportunities for low-income residents and diverse residents, including communities of color.

UWSECT put together a cross-sector team comprised of community partners and residents, and created a framework that will increase the number of financially stable households living in Norwich by investing in cross-sector initiatives that will create a workforce that aligns with local industry needs. The plan focuses on two key strategies:

1. Aligning the education system with workforce needs to effectively respond to employer demand
2. Creating an inclusive and interconnected community

The Project Coordinator will oversee United Way’s collective impact project in Norwich, CT and will be responsible for managing and supporting the initiative through: implementation; providing meeting facilitation; ongoing communication among partners; and handling logistic and administrative details to ensure smooth functioning of the initiative.

This is a 3-year, grant funded, contracted position.

Key Roles and Responsibilities

- Facilitate the coordination and convening of initiative activities including Core Team meetings, Working Group meetings, and community engagement activities and ensure the initiative progresses as outlined in the framework created
- Work in partnership with organizations responsible for identifying policy and systems barriers to develop solutions for coordinated action
- Coordinate the development of work plans and benchmarks, and track and report progress of results to partners
- Serve as a facilitator, guiding teams, partners, and stakeholders (including residents), towards consensus and a shared vision
- Track budgets
- Oversee grant funding including making recommendations and drafting scope of work and contracts for sub-grantees

- Coordinate efforts with data partners
- Ensure residents kept apprised of goals, objectives, priorities, successes, and opportunities of the project and create a positive view of the work in the community
- Complete reporting for project funders
- Work with other initiative staff to ensure all partners, working groups, sub-grantees, committees, etc. work well and effectively together
- Develop relationships with stakeholders including residents and attend community meetings and outreach events

The following duties may be done in partnership with United Way Marketing Department to align marketing efforts:

- Develop communications materials (summary documents, brochures, FAQs, etc.)
- Develop a web and social media strategy
- Compile and maintain press clippings
- Create press strategy, including drafting press releases and coordinating with media outlets

Qualifications and Education Requirements

- Bachelor's degree and /or certification in project management
- Experience in cross-sector collaboration involving different groups and stakeholders
- Demonstrate understanding of policy and systems change framework and collective impact
- Experience working as part of a multi-disciplinary team and ability to work in a complex environment requiring significant collaboration
- Strong planning and organizational skills, with the ability to think strategically in the design integration, and execution of programs
- Demonstrate effectiveness in written and oral communication; ability to communicate complex issues to a variety of audiences
- Familiarity with both New London County and Norwich specifically
- Exceptional leadership and interpersonal skills

Preferred Skills

- Bi-lingual strongly preferred
- Knowledge of grant-making and philanthropy a plus
- Skilled facilitator and experience with conflict resolution

****United Way of Southeastern Connecticut is and Equal Opportunity Employer****