

Job Title: **Community Impact Project Assistant**  
Department: Community Impact  
Reports to: VP, Community Impact  
Status: Non-Exempt, Full-time – eligible for overtime  
Date: August 1, 2021

**Role Purpose:**

The Community Impact Project Assistant serves as a supportive member of the UWSN's Community Impact team by providing administrative and project support to CI Managers, Directors, and the Vice President. They support the general administrative and project functions of a wide variety of Community Impact activities including data entry and cleaning, preparing reports and documents, compiling and filing documents, scheduling meetings, organizing files (physical and electronic), responding to phone and email inquiries, and other duties to support the team. This position is responsible for maintaining designated outside agency relationships, navigating complex grant administration and qualifying criteria, ensuring accurate data entry and reporting. They will also demonstrate empathy and understanding in connecting community members in need with available resources, as such, the ability to speak, read and write in English and a second language (preferably Spanish, Chinese, or Tagalog) is strongly preferred.

**Key Accountabilities:**

- Provide administrative support to ensure efficient operations of the team, projects, initiatives, and grants.
- Organize and schedule meetings and appointments, including facilitation of virtual meetings.
- Assists with responding to community assistance emails and phone calls in English and Spanish.
- Compiling of monthly grant reports (e.g. Emergency Food and Shelter Program)
- Creating agendas, meeting invitations, zoom links, and other administrative requirements for community partner meetings.
- Compiling and transcribing meeting minutes.
- Process incoming applications for utility assistance and employer-based crisis funds.
- Making referrals to community-based service providers for food, housing, shelter, and other basic needs assistance.
- Support Managers, Directors, and Vice President of Community Impact through a variety of tasks related to organizational effectiveness and communications, both internally and externally.
- Maintain confidentiality of confidential and sensitive material.
- Participate in meetings and take accurate, timely notes for project staff and partners.
- Rely on experience and judgment to plan and accomplish goals in a timely and quality manner to meet project deliverables and guidelines.

- Conduct data entry, data cleaning, and development of databases specific to project needs.
- Assist in the development and dissemination of reports and related documents.
- Maintain organized and updated files, documents, and reports for multiple projects and team members.
- Perform other duties as requested.



5830 W. Flamingo Road  
Las Vegas, NV 89103  
702-892-2300  
[www.uwsn.org](http://www.uwsn.org)

### **Education, Skills, Experience, and Training Required**

- Any combination of education that includes an Associate's or Bachelor's degree in a related field and a minimum of two years of assistant or administrative support experience. The right combination of education or relevant experience may be substituted in place of degree requirements. Prior non-profit, customer service, and/or administrative support experience is preferred.
- Ability to prioritize workload and meet project deadlines.
- Ability to function effectively and efficiently in a fast-paced environment.
- Ability to think and problem-solve creatively.
- Strong time management skills.
- Ability to provide customer service and guidance to people with a wide range of cultural backgrounds, age ranges, emotions, training, and experience.
- Ability to accurately extract data from reports or forms, posting information as required.
- Ability to understand, develop and interpret financial documents such as grant budgets, invoices, general ledgers, and similar documents.
- Ability to perform basic math functions (addition, subtraction, division, and multiplication), including an understanding of common formulas and equations (determining average, median, percentages, etc.).
- Excellent oral and written communication skills, including composition, grammar, and proofreading.
- The ability to speak, read and write in English and a second language (preferably Spanish, Chinese, or Tagalog) is strongly preferred.
- Access to and ability to use reliable transportation, which may include a personal vehicle or public transportation.

### **Technical Knowledge and Equipment**

- Advanced knowledge of Microsoft Word and Excel and experience with database development and management.
- Advanced knowledge of Microsoft Outlook and experience with Teams, Planner, and related programs.
- Experience with virtual meeting software, including Microsoft Teams, Zoom, and/or similar programs.
- Preferred knowledge of SurveyMonkey or similar software and SurveyMonkey Apply or similar grant management software.
- The incumbent in this position may operate any/all of the following equipment: telephone, fax machine; computer, printer and related equipment; copy machine; audio-visual equipment, calculator.

### **Physical Activity:**

In the course of performing this work, the incumbent:

- Will spend substantial time standing, sitting, speaking, and listening.
- Must regularly lift and move up to 10 pounds and occasionally lift and move up to 25 pounds.
- Reasonable accommodations for individuals with disabilities to perform the essential functions of the job.



5830 W. Flamingo Road  
Las Vegas, NV 89103  
702-892-2300  
[www.uwsn.org](http://www.uwsn.org)

## DIVERSITY, EQUITY, & INCLUSION STATEMENT OF PRINCIPLE

We take the broadest possible view of diversity. **We value** the visible and invisible qualities that make you who you are. **We welcome** that every person brings a unique perspective and experience to advance our mission and progress our fight for the health, education, and financial stability of every person in every community. **We believe** that each United Way community member, donor, volunteer, advocate, and employee must have equal access to solving community problems. **We strive** to include diversity, equity, and inclusion practices at the center of our daily work. **We commit** to using these practices for our business and our communities. Join us in embracing diversity, equity, and inclusion for every person in every community. LIVE UNITED

Diverse candidates are encouraged to apply.