



## **JOB DESCRIPTION**

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JOB TITLE: Northeast Representative – Part Time

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### **SUMMARY OF DUTIES AND RESPONSIBILITIES:**

This position acts as a local point of contact for the Northeast Chapter of United Way of Northern Arizona. The Northeast Chapter encompasses Navajo and Southern Apache Counties; the towns include Winslow, Holbrook, Snowflake-Taylor, Show Low, Pinetop-Lakeside, Springville, Eagar, St. Johns, and Concho.

This position shall perform a variety of duties (see general duties below) and overall work to enhance the development of the Northeast Chapter. The UWNA Northeast Chapter Representative reports directly to the President & CEO.

This position averages 30 hours per week throughout a year; some weeks during the campaign may be more hours and some weeks may be fewer. Travel is required between Holbrook, Winslow, Snowflake-Taylor and Show Low. There will be occasional travel to Flagstaff.

### **POSITION RESPONSIBILITIES**

#### General Duties:

- **Campaign Planning & Implementation:** Works with President & CEO to identify new accounts. Implements campaign-related activities, including but not limited to; conduct training, recruit leadership givers, and assist with Kick-off, Recognition and Summit Society events as required.
- **Agency Partners:** Works with local agencies on any relational issues. Coordinates community volunteers for Community Investment application process and tours.
- **Community/Business Relations:** Serves as a local point of contact for community needs in the Northeast Chapter and the entirety of UWNA.
- **Community Impact:** Spearheads the Community Impact agenda in the Northeast Chapter. This includes partnering with community/business leaders to effectively mobilize resources and achieve desired outcomes.

- Clerical/Administrative: Tracks company campaigns in the above-mentioned geographical area, keeps accurate accounting records, and conducts all necessary correspondence.
- Other duties as assigned.

### Desirable Knowledge, Skills, and Abilities

- Communication skills: Public speaking in front of a group, speaking with people from a wide range of economic/social situations, relating to the media when necessary, communicating weekly with the President & CEO and periodically with staff in the UWNA Flagstaff office. It is crucial to project a positive, helpful attitude to business and individual contacts. Flexibility and creativity skills are important.
- Management skills: Independently managing daily tasks, coordinating meetings, events, and trainings, setting goals, meeting deadlines, requesting information and assistance from others when needed and meeting with company CEOs and company coordinators.
- Administrative skills: Answering local phone line, sending, and receiving email, managing paperwork, keeping and reporting accurate campaign records, problem-solving, doing research, mailing, copying, faxing, reporting expenses, always maintaining positive customer relations.
- Computer skills: Typing word documents/letters required. Producing graphics for flyers, invitations, etc., creating excel spreadsheets and data base use preferred. Knowledge of office 365 and CRM database software. Advanced computer abilities using standard PC based office equipment.

### Minimum Requirements:

Bachelor's Degree and one year fundraising/volunteer management experience or community engagement experience preferred. Applicant may substitute experience for education.

Other: Valid Arizona driver's license, social security, and proof of current automobile insurance.

*Statements in this Job Description are intended to describe the general nature of work being performed. They are not intended to be a complete list of all responsibilities, duties and skills required for the position.*

Salary: Salary is dependent on qualifications. The salary for this position starts at \$30,000. 30 hours per week. This is a one-year limited appointment. Future years are dependent on funding.

**Application Process: The position is open until filled. To apply, please send a letter of interest and resume or vitae to [uwna@nazunitedway.org](mailto:uwna@nazunitedway.org), addressing it to the UWNA Recruitment Team. Include the job title in the subject line. Review of applications will begin Monday, October 14, 2024. Thank you for your interest!**