



United Way of Graham  
& Greenlee Counties

## Program and Administration Coordinator

### ORGANIZATION OVERVIEW

The United Way of Graham & Greenlee Counties is a volunteer-driven organization that provides grant support to nonprofit organizations in Southeastern Arizona. We serve Graham and Greenlee counties, providing funding support for causes in Education, Income and Health. Our mission: to advance the common good by focusing on quality of life, health and education – the building blocks of a good life.

The Program & Administrative Coordinator reports to the Chief Executive Officer and performs administrative duties such as coordinating contact and distribution lists, printing of materials, scheduling meetings, incoming/outgoing mail management, limited support for social media and website posts in partnership with the Communications & Public Relations Committee of the board, filing, ordering supplies, answering phones, providing general assistance, coordinating meetings and providing minutes on an as needed basis for Board Committees, preparing reports, and support for grant budget administration. A key function of the role is managing the grant process to include outreach/education about the process as well as technical support for applicants and interaction with the review committee and UWGGC board of directors in support of the grant review process.

This position is based in the UW office in Graham County.

- This is a part-time position, beginning pay range: \$17-20/hour, depending on experience
- Position offers the potential to grow into a full-time opportunity as demand increases

### OVERVIEW OF RESPONSIBILITIES:

The Administration and Grant Coordinator reports to the CEO and is responsible for overseeing a range of administrative tasks and grant administration. This position will handle day to day administrative tasks. The main focus of this position is to manage the entire grant process to include education and instruction of the UWGG grant process to new board members as well as clients. The management of the grant program is a critical part of this position. This position will work out of the UWGG office in Graham County, Monday – Friday, 9 am to 3 pm.

- This is a part-time position, beginning pay range: \$17-20/hour, depending on experience
- This position has the potential to grow over time

### Additional Responsibilities:

#### Grant Management

- Works closely with and supports the Community Grant Advisory Committee as needed
- Coordination with UWGGC's evaluation and impact measurement partner, True Impact

#### Administration

- Supports the Communications & Public Relations Committee to produce electronic communications for the UW website, newsletters, official communications, social media platforms and other outreach platforms/resources

- Collect impact stories from community partners and volunteers to be used for press outreach, web, and digital communications
- Supports Board Treasurer and CEO with account deposits, invoice handling and bill payment

### **Qualifications**

- High School diploma or GED
- Computer literate

**Please submit your résumé via email to [admin@uwggc.com](mailto:admin@uwggc.com) by close of business on Tuesday, August 31, 2021.**