



United Way of Pennsylvania Office Coordinator

Reports to: UWP President

United Way of Pennsylvania works to support all of our member local United Ways to be a leader and partner in building financially resilient families and thriving communities across the Commonwealth. We envision an inclusive, impactful and collaborative network of United Ways working with business, community, faith and government leaders across PA to advance equitable access to health, education and financial stability for all Pennsylvanians. UWP is most well-known for its leadership on the statewide ALICE project, to educate and advocate for households who are working but not yet earning enough to afford their basic needs. PA 211 is another key initiative of the United Way network in Pennsylvania, providing support to Pennsylvanians in need of connections to services 24/7/365 through one point of contact.

UWP seeks an experienced Office Coordinator professional to support our high-functioning team of in-office and remote workers. The successful candidate possess excellent organizational skills, the ability to coordinate multiples tasks, and finds joy in doing their part to contribute to our mission by supporting our internal team, including staff and boards of directors. They are comfortable and adept with cloud-based technology. They are responsive and proactively anticipate how to support the boards and staff of UWP and PA 211. They can communicate across multiple platforms.

Goals:

- 1) Establish relationships with Boards of Directors of PA 211 and United Way of Pennsylvania, and support board engagement.
- 2) Provide excellent customer service to members and partners for both organizations.
- 3) Deliver proactive administrative support to the UWP President and PA 211 Vice President
- 4) Increase organizational efficiency by improving electronic file organization and establishing conventions for the whole team to follow.

Key Responsibilities:

Administrative Support

- Assist UWP President and PA 211 Vice President by scheduling appointments and helping to maintain the executive's calendar
- Prepare communications such as memos, emails, invoices, reports and other correspondence
- Edit documents

- Operate copy machine, administer cloud-based phone system configuration with support from vendor. Serve as primary point of contact with office operations vendors for phones and printer/copier, as well as UWP's IT consultant
- Prepare mail merge letters and communications as needed
- Assist with event planning and logistics as-needed
- Track registration and payment for events
- Answer phones
- Open and distribute mail, monitor requests for 211 marketing materials and pack/ship marketing materials
- Support hiring and onboarding processes by posting positions, collecting applications, coordinating interview schedules, processing new staff forms, overseeing acquisition and set up of laptops and other technology equipment
- Manage annual Membership Investment Process and track membership status
- Order office supplies
- Manage reservations for shared meeting space and equipment

Board Support for United Way of Pennsylvania and PA 211

- Transcribe Board minutes for UWP
- Prepare Board Meeting Notices for UWP and PA 211
- Prepare and post board meeting materials for UWP and PA 211
- Record and track Board Meeting attendance for UWP
- Track length of service of board members for UWP and PA 211
- Help President and VP of PA 211 ensure balance of Board Membership per the bylaws and nominating goals of UWP and PA 211

File Management

- Maintain all electronic and paper files in accordance with the UWP Document Retention Policy, including deletion of files per the standards of the document retention policy
- Create and assure ongoing implementation of file storage and naming conventions for use by all staff, and organize UWP's electronic files to comply with these conventions

Accounting Support for United Way of Pennsylvania and PA 211

- Keep log of all checks and online payments received for UWP and PA 211
- Assist with the annual UWP audit by providing documentation

Other duties as assigned by the UWP President

Minimum Requirements:

Good organization, time management and scheduling skills

Proficient with Microsoft and cloud-based file storage, including One Drive, Word, Outlook, Excel and Powerpoint

Excellent verbal and written communication skills to interact with staff, members and other stakeholders

Ability to multitask and manage several projects at once

Ability to work independently and deliver significant portions of projects with little to no oversight

Ability to thrive in a fast-paced, hard-working and dynamic work environment
Ability to lift and move 25 pounds occasionally

This is a part-time position. This position is non-exempt under the FLSA.

Salary:

This is an hourly, part-time position, generally expected to work on average 25 to 30 hours per week. The hourly wage for this position is between \$20 to \$25 per hour, depending on qualifications and experience. Flexibility in work schedule within normal business hours of 8:30 am to 5 PM, Monday through Friday.

To Apply:

Please email a cover letter and resume to info@uwp.org. Applications will be accepted and reviewed on a rolling basis, with the application period concluding no later than May 31, 2024.