



Program Specialist – Community Investments

- Full-time, non-exempt (hourly) position.
- Reports to the Grant Manager
- Position is based in Redding, CA or Chico, CA. Company does not pay relocation costs
- \$21.50 - \$23.00 hour, commensurate with background and experience
- To apply, please send a cover letter and resume to employment@norcalunitedway.org

The Mission and Opportunity

United Way of Northern California (UWNC), based in Redding, is part of the world's largest philanthropic network and the globe's largest non-governmental funder of social services. UWNC fights for the health, education, and financial stability of all residents in its nine-county territory and is there for residents in times of crisis. UWNC aims to expand operations fully throughout the region. Services include but are not limited to, the 211 human services helpline; crisis and disaster relief and recovery; financial stability programs; activities that address homelessness; and Public Health information and education.

Job Summary

The Program Specialist – Community Investments will support UWNC efforts to engage throughout the North State region. A particular focus will be helping to execute programs that deliver grants to non-profits and organizations that are aligned with UWNC goals. This role will also assist in community activities to assess social services needs throughout the region in a way that informs UWNC's programmatic response to those needs. To perform effectively, the Program Specialist will maintain productive and meaningful relationships with staff from non-profit organizations throughout the region. This role requires a commitment to UWNC's mission of service to others; strong listening and analytical skills; the ability to develop productive relationships with multiple stakeholders, both internal and external; and a commitment to principles of diversity, equity, and inclusion, coupled with the ability and willingness to incorporate those principles in day-to-day operations. The Program Specialist may assist in other areas, including, but not exclusive to, community outreach, disaster services, and volunteer recruitment.

Principal Job Responsibilities

- In collaboration with the agency's leadership and volunteer committees, assist in implementing programs that provide grants to non-profits and organizations that share UWNC's commitment to equity and antiracism
- Screen and process funding requests; manage documentation related to funding disbursement
- Maintain relationships with community partners, including participation in community-based committees and collaboratives
- Work with program staff and community engagement team to learn from grantees by facilitating communication and orientation, implementing tracking systems, and conducting site visits
- Provide technical assistance for grant activities
- Coordinate with Marketing staff to tell the story of the positive impact of our grants-out programs through collected media, data and anecdotes

- Assist in the development of reports that inform staff, volunteer committees, the Board of Directors, and media about impacts of our grant-making work
- Participate in community “listening” exercises and other activities that broaden our ground-level knowledge
- Coordinate closely with administrative and finance staff and others on the program team to ensure accurate tracking of grant activity
- Represent UWNC and its programs at community events and meetings; activities may take place throughout the nine-county region, in-person and online
- Provide administrative support to program management staff; assist with general grant and program administration as necessary
- Assist in disaster relief and recovery activities, as well as outreach events, as needed.
- Other duties as assigned

Preferred Skills and Attributes

- Knowledgeable about North State communities and their social services needs
- Flexible and adaptable
- Personable; works well in a team environment
- Adept at multi-tasking
- Knowledge of, and interest in, the field of diversity, inclusion, and equity. Comfortable interacting with individuals from diverse backgrounds and varying socio-economic circumstances
- Strong communication skills, written and verbal
- Strong public speaking and presentation skills. Ability to facilitate public discussions on issues of community interest

Qualifications

- Minimum Bachelor’s degree or equivalent experience
- Minimum two years of staff/volunteer experience in the non-profit or social services fields
- Experience in professional and public interactions with a wide variety of diverse populations
- Experience in public speaking, presentations, and community engagement
- Demonstrated computer abilities: proficiency in Microsoft Office suite, especially Word, Excel, PowerPoint; webpage, Zoom, and social media background a plus
- Bilingual / multilingual a plus
- Valid driver’s license is required. Must have access to reliable transportation in a vehicle carrying valid and current insurance.
- Must be able to work comfortably on a keyboard through an eight-hour shift
- Must be able to lift and carry up to 15 pounds

United Way of Northern California offers medical, dental, and health benefits; paid vacation and sick time; 12 paid holidays per year; company-paid life insurance, 401k Retirement Savings Program, and an Employee Assistance Program.

This position requires occasional availability for nights and weekends. It also requires travel throughout our nine-county region. UWNC is an Equal Opportunity Employer.

Employment at UWNC is contingent on submission to background checks, including criminal and DMV checks. All UWNC employees are required to be vaccinated against Covid-19.

Commitment to Diversity and Anti-Racism

United Way of Northern California is strongly and deeply committed to principles of diversity, equity, inclusion, and anti-racism. We provide equal employment opportunities to all applicants without regard to race, ethnicity, religion, creed, color, nationality, gender, gender identity, genetic information, sexual orientation, age, ancestry, physical or mental disability, medical condition, and marital status. We do not tolerate discrimination or harassment in any form.

We strive to ensure that our staff and our volunteers – including volunteer leadership on our Board of Directors and its committees – reflect the diversity of the communities we serve