



Program Specialist – Outreach

- Full-time, non-exempt position
- Position is based in Shasta or Butte County
- Reports to the Senior Program Manager, Community Impact
- \$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.

Position Summary

The Program Specialist – Outreach, supports a variety of functions in pursuit of United Way of Northern California's mission of fighting for the health, education, and income of all North State residents. Principal duties involve community outreach activities; support of Community Impact, Disaster Services programs; and 2-1-1 NorCal. This role requires customer service and orientation, a high degree of professionalism, organization, and an ability to work in a fast-paced environment and respond proactively to changing priorities.

Principal Job Responsibilities

- Research, coordinate, and staff community outreach opportunities on behalf of UWNC and its programs, including public events, job, resource, and health fairs
- Assist Program Department leadership and coordinate with stakeholders and partners to deliver UWNC programs
- Coordinate internal systems for tracking and reporting outreach
- Manage relationships with subgrantees as needed
- Manage and organize printed materials located in UWNC offices
- Coordinate material distribution to community partners within the region
- Complete grant reports associated with grants
- Assist in the development of external communications. Help spread the word about

UWNC and its programs through appropriate general media and social media outlets

- Provide administrative support to program management staff; assist with general grant and program administration as necessary
- Other duties as assigned

Preferred Skills and Attributes

- Flexible and adaptable.
- Personable; works well in a team environment.
- Excellent customer service skills.
- Strong skills in communication and documentation over the phone and computer.
- Comfortable and effective in interactions with individuals from diverse backgrounds and varying socio-economic circumstances

Qualifications

- Minimum AA degree or equivalent experience. preferably in customer service, education, health or human services, or related fields; bachelor's degree preferred.
- Experience in professional and public interactions with a wide variety of diverse populations.
- Demonstrated computer abilities. Proficiency in Microsoft Office suite, especially Word, Excel, and PowerPoint; webpage and social media background a plus.
- Experience in the social services field is a plus.
- Staff/volunteer experience in the non-profit realm is a plus.
- Bilingual/multilingual is 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.