

United Way of Southern Maine Position Description

Position Title: Biddeford Ready! Network Coordinator
Reports to: Senior Director, Education, United Way of Southern Maine
Date: November, 2021

Be a part of the change!

Join a team of committed, results-oriented, and successful professionals who work to support and advance United Way of Southern Maine's (UWSM's) mission *to improve people's lives by mobilizing the caring power of our community.*

General Summary

Biddeford Ready! Is a community-based network of key partners focused on ensuring that all Biddeford children and their families have the childhood experiences and support to enter Kindergarten ready to succeed. The Network Coordinator provides coordination and staffing support for the Biddeford Ready! Initiative. The position is currently grant funded for one year with a second year of funding anticipated.

Essential Functions

- Help guide the vision and strategy of Biddeford Ready! by working closely with the Local Network.
- Support the Biddeford Ready! Local Network and related work groups to create and implement strategies, reflect on results and continuously improve strategies and activities.
- Communicate the work of Biddeford Ready! to both internal (partner organizations/stakeholders) and external audiences utilizing the Network approved Communications Plan for 2021 as a guide.
- Engage parents, businesses, community partners and other key stakeholders so that they understand, participate in and support the initiative.
- Build and develop relationships with community partners to support coordinated activities that improve school readiness.
- Supervise Biddeford Ready!'s ACEs and Resiliency Project Coordinator.
- Seek funds to support Biddeford Ready!'s work, in close consultation with Local Network partners.
- Oversee and manage Biddeford Ready!'s budget and provide financial reports to the Local Network and Leadership Team.
- Ensure all grant funds are spent as proposed and that all required reports are submitted to funders on time.
- Other duties as organizational needs require.

Required Education and Experience

- Bachelor's degree in a relevant field.
- Experience in collaboration-based work and community organizing.
- Experience in early childhood related issues preferred.

- Grant writing experience and demonstrated success.
- Experience with marketing, communications and public awareness campaigns preferred.
- Experience understanding outcomes data and measuring results preferred.
- Proficiency with Microsoft Office suite and virtual meeting software.
- Strong interpersonal and relationship building skills.
- Strong organizational skills.
- Strong oral and written communication and facilitation skills.
- Knowledge of the Biddeford community preferred.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; balance; stoop, kneel, crouch or crawl; talk or hear; The employee must occasionally lift or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Position Type/Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday, 8:30 a.m. to 5 p.m.

Travel

Travel is infrequent and primarily local during the business day, although some out-of-area and overnight travel may be expected.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Applications accepted through Friday, December 10, 2021. Please submit a cover letter and resume to Resources at hr@uwsme.org.