



**ORANGE COUNTY UNITED WAY  
JOB DESCRIPTION**

<b>Job Title:</b> Administrative Coordinator, United for Student Success	<b>Reporting To:</b> Director, United for Student Success
<b>Department:</b> United for Student Success	<b>Position:</b> Full-time/Non-EXEMPT

**Purpose of Position**

The **Administrative Coordinator** will align and support Orange County United Way’s (OCUW) FACE 2024 and United for Students Success (U4SS) Initiative to systematically increase our region’s high school graduation rate to 95% among students from disadvantaged socio-economic backgrounds. The Administrative Coordinator will work with United Way’s U4SS team by providing administrative and technical support for our U4SS initiative education portfolio that includes but is not limited to, programs, meetings, events, and activities.

This entry-level coordinator position is a one-year grant-funded position and is full-time (37.5 hours/week). The Administrative Coordinator will report to the Director, United for Student Success.

**Key Duties and Responsibilities**

- Provide support to the United for Student Success Team in various United for Student Success Initiatives including Class of 2025 e-Mentorship, Destination Graduation, and Youth Career Connections with various partners related to educational initiatives.
  - Carry out administrative duties such as filing, typing, copying, binding, scanning, etc.
  - Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies
  - Prior experience in approaching work and interactions with colleagues and clients in an equity-minded manner. Ability to provide an inclusive and welcoming work/educational environment.
  - Assist in the preparation of regularly scheduled reports
  - Support in presentation preparation on educational initiatives to internal United Way staff, corporate partners, educational partners, students, parents, and teachers.
  - Coordinate outreach and recruitment of students and volunteers into various educational initiatives.
  - Support in aspects of social media content and presence. (Instagram Posts, Instagram Stories)
  - Support in coordinating marketing collateral for student outreach and education.
  - Maintain corporate, education, and agency lists of corporate partners on database management software



- Support OCUW staff coordination of U4SS Leadership Council and Committees as well as other leadership groups committed to strengthening our programmatic goals.
- Coordinate efforts (i.e. training, strategic planning, development of marketing materials, etc.) to build OCUW's organizational capacity to become a powerful work-based learning intermediary, advocate, and community leader.
- Maintain United for Student Success data tracking, collecting, analysis, and reporting systems.
- Provide support to outside vendors and contractors, as assigned.
- Work inter-departmentally to create an effective, measurable, and sustainable employer/donor pipeline for work-based learning engagement with local high schools
- Attend, organize and/or facilitate relevant meetings, trainings, workshops, outside events, and organization-wide activities.
- Additional responsibilities and functions as assigned.

### **Job Requirements /Technical Knowledge**

- Proven record of excellent writing and communication skills.
- Minimum of an undergraduate degree in education, psychology, sociology, human services, social work, business administration, workforce development, communications, or related field.
- Experience in the field of education, academic support services, and/or community outreach preferred.
- 1-2 years of administrative support in an office setting preferred
- Understanding of and ability to meet performance-based outcomes.
- Knowledge of program development, implementation, and evaluation, particularly as this relates to high school students.
- Event planning and coordination, both small and large-scale events, preferred.
- Ability to work on multiple projects with different objectives simultaneously.

### **Employment Standards**

#### **Knowledge of:**

- Communities Served - Priority will be given to applicants with experience working with underserved schools and school districts, key decision makers, and stakeholders (e.g. businesses, community, service providers, teachers, students, and parents) within the Orange County region.
- OCUW United for Student Success Programming
  - Class of 2025 e-Mentorship Program(eM)
  - Destination Graduation (DG)
  - Youth Career Connections (YCC), regional occupational programs, career technical education, and career-themed pathways are a plus.

#### **Skilled in:**

- Communications – Superior interpersonal, oral, and written communication skills.
- Achieving Outcomes – Must be results-driven and able to demonstrate a history of meeting goals in an ever-changing environment.
- Organizational Management – Excellent project management and multi-tasking skills.



- Leadership skills - (e.g. committed, honest, positive, reliable, creative, flexible, sense of humor, etc.) with a proven track record in managing broad-based efforts with a diverse set of stakeholders and partners.
- Problem-Solving – Collaborative in planning, decision-making, and seeking various creative solutions to resolve issues.
- Teamwork – Ability to work independently, yet is highly team-oriented.
- Relationship Building – Experience in building and maintaining relationships with business, education, and community partnerships is critical.

### **Compensation**

Commensurate with experience, education, and market \$24– \$27 per hour. Competitive benefits.

### **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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently required to be able to remain in a stationary position 75% of the time. The person in this position needs to occasionally move about inside the office to access file cabinets, records, and office machinery. Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine and computer printer. Occasionally ascends/descends stairs, and constantly positions self to maintain computers in the office, including under the desks. The person in this position frequently communicates with coworkers and customers who have inquiries about our business operations and the community we service; therefore, the person must be able to exchange accurate information. The employee must occasionally lift and/or move up to 10 pounds.

### **Send Resumes To:**

[recruiting@unitedwayoc.org](mailto:recruiting@unitedwayoc.org)

Orange County United Way

18012 Mitchell South, Irvine, CA 92614

<https://www.unitedwayoc.org/>