

Fostering an Equitable, Engaged, Empowered Community



Career Opportunity Safe and Thriving Youth Plan - Project Manager

Position Posted: February 25, 2025	Application Deadline: March 14, 2025
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- To apply, please send a cover letter and resume to careers@unitedwaydm.org
- For more information on the Safe and Thriving Plan please visit: <https://www.unitedwaydm.org/impact/initiatives/safe-thriving-youth>

Safe and Thriving Youth Background

For more than a century, United Way of Central Iowa (UWCI) has played a unique role in bringing together people and organizations from every corner of central Iowa to create and implement initiatives that address the community's most pressing needs. UWCI has purposely leaned into its expertise and has sought out the expertise of others in the community to ensure lasting impact. Growth and adaptation plus tried and true strategies are helping the organization to dig deep and foster an equitable, engaged, and empowered community.

In March 2023, a community-led coalition convened by UWCI began work to implement a comprehensive plan to inspire and encourage action to reduce youth gun violence in central Iowa. The convening brought together subject matter experts, educators, concerned citizens and young people, city and county officials, nonprofits, and many others to discuss solutions. As a result, the Safe and Thriving Youth Plan is now ready for implementation with the community.

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Position Summary

United Way of Central Iowa is seeking a part-time, Safe and Thriving Youth Project Manager to facilitate, coordinate, and support The Safe and Thriving Youth Plan. The project manager brings together a wide range of individuals and groups from the community to support the program's initiatives focused on outreach, sustainability, and engagement with law enforcement. This role takes a service-oriented approach and provides a range of support to external and internal community stakeholders and groups affiliated with the Safe and Thriving Youth Plan.

The project manager's work includes coalition building with community partners, maintaining listservs of community groups for planning, and sending electronic communications, with a primary directive to advance the Safe and Thriving Youth Plan by fostering growth and collaboration among community stakeholders by coordinating convenings, setting community goals, and implementing strategies to achieve these goals. The project manager reports directly to the UWCI Senior Community Engagement Officer.

This part-time position is time-limited for a two-year period, with continuation of the position pending community funding. The project manager will work approximately 25 hours per week with flexibility needed to work some evening and weekends to accommodate stakeholder availability for meetings. This employee position offers an hourly rate of \$32 per hour for a well-qualified candidate, paid time off benefits and eligibility to participate in the UWCI 401(k) plan.

Essential Accountabilities include but not limited to:

- Coordinate and support the work of the Safe and Thriving Youth Community Plan by scheduling and facilitating convenings and ensuring stakeholders are equipped with information to move the plan forward.
- Manage and facilitate community collaboration and outreach efforts at the direction of the Senior Community Engagement Officer.
- Establish regular coalition and stakeholder meetings and communications and ensure meetings are scheduled to accommodate the varying schedules of work group members.

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- Ensure community meetings and collaboration initiatives align with organizational expectations and results, and attend meetings as assigned.
- Identify and coordinate relevant trainings and/or workshops for initiative stakeholders.
- Stays up to date on relevant community issues and communicates findings to appropriate stakeholders.
- Develop and maintain positive relationships with community partners, agencies, diverse stakeholders, and UWCI staff to advance the goals of engagement initiatives.
- Work directly with stakeholders including people with lived experience, youth working for community change, and individuals and organizations working with at-risk youth.
- Ensure the youth voice is prioritized and incorporated into the initiative. (
- Participate in UWCI organizational and department meetings to ensure work stays aligned with strategies, resources, tools and other community initiatives.
- Align behavior and work based on the UWCI Code of Ethics and Organizational Core Values.
- Perform additional duties and tasks as required with the direction of the Senior Community Engagement Officer.

Competencies:

- **Consensus Building:** Ability and willingness to interact with others from diverse backgrounds and populations resulting in group solidarity or an agreement or solution.
- **Project Management:** Ability to plan agendas, organize meetings, direct and control tasks to meet specific goals of workgroups.
- **Consensus Building and Relationship Building Skills:** Ability to establish and maintain good rapport and relationships with community stakeholders and coworkers. This includes the ability to form authentic relationships and learn from community members with lived experiences in situations of youth violence.
- **Decision Making:** Ability to evaluate data and information and select an effective suitable course of action using unbiased judgment.

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- **Equity understanding and integration and cultural competency:** Ability to understand, appreciate, and interact with people from cultures or belief systems different from one's own and the ability to incorporate the organization's strategic priority of equity, framing equity within the organization's definition of equity in all areas of responsibility.
- **Analytical Skills and Technical Aptitude:** Ability to interpret quantitative and qualitative data into meaningful conclusions that inform future action items. Ability to related to topics that required specialized knowledge and understanding.
- **Communication skills – Verbal and Written:** Ability to engage in thoughtful and appropriate conversations with an emphasis on listening to others. This includes the ability to present information to both individuals and groups in a meaningful and engaging manner. It also includes the ability to write concise, clear letters, reports, articles, or emails including proof reading and editing work.
- **Relationship Management** – Demonstrates a high level of ability to show consideration and avoid giving offense in dealing with others.
- **Adaptability:** Ability to adapt to changing priorities and goals as the Safe and Thriving Youth plan evolves.
- **Time management:** Ability to effectively use available time for the completion of necessary job tasks.
- **Detail oriented** – Ability to pay meticulous attention to all aspects of a situation or task.

Education

- Two to four years of post-secondary education (having five to ten years of experience working in community-oriented program development and management will be considered in lieu of listed education requirements).

Experience and Other Requirements

- Five to ten years of experience working in community-oriented program development and management or similar work experiences.
- Facilitating and leading community partnerships and initiatives across varied interest groups towards a shared goal.

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- Knowledge of and experience navigating human services systems with an understanding the challenges that might be faced by those going through these systems.
- Strong skills in collaborative leadership within a team-oriented work environment.
- Experience with data collection and reporting for community initiatives.
- Solid knowledge and experience working with Microsoft Office Products (Excel, Word, Teams, Outlook, PowerPoint).
- Strong skills in creating email updates, social media postings, and other electronic communications that are public-facing and directed towards a broad audience of stakeholders.
- Access to own vehicle and a good driving record.

United Way is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, religion, skin color, gender, national origin, ethnicity, sexual orientation, gender identity, physical or mental abilities, genetic information, pregnancy, disability, age, family or marital status, veteran status or other characteristic protected by applicable. United Way of Central Iowa will consider qualified candidates with criminal histories in a manner consistent with the role requirements and any applicable local, state, and Federal law.

If you are a job seeker with a disability, or are assisting someone with a disability, and require accessibility assistance or accommodation to apply for one of our jobs, please call 515-246-6516.