



## United Way of Greater Rochester Career Opportunity

### Join the team!

If you are interested in joining a dynamic team of community ambassadors to serve Greater Rochester with your time and talent, consider a career with United Way.

### Mission

Our mission is to unite the goodwill and resources of the Greater Rochester community so that everyone can thrive. That means that our team is committed to working with local donors, businesses, not-for-profit program partners and people in need to make this community stronger and more vibrant together!

### Values

Our core values define who we are and how we serve our community together. United Way and our team members are caring, trustworthy, collaborative, innovative, respectful and results-oriented.

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## Job Title: Operations Associate

**Position Summary:** The Operations Associate will support day-to-day implementation of RMAPI's Collective Impact effort to reduce poverty. The Operations Associate will also work directly with internal and external stakeholders that include community residents, government agencies, service providers, funders and community faith-based organizations and coalitions.

### **Essential Functions:**

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

- Support working group facilitation, which includes, but is not limited to help to shape agendas, provide research support, take and distribute meeting notes, and ensure action items are assigned and completed
- Support the Director of Operations in working group management and communications
- Manage R-MAPI calendars of steering committee meetings, working group meetings and community engagement meetings
- Lead meetings, coordinate event preparation, and managing event execution
- Provide overall administrative support for the RMAPI collective (including but not limited to: scheduling, email, written and verbal correspondence to internal and external stakeholders)

- Organize and maintain files and documents for continuity and infrastructure
- Support the Executive Director and Operations Director in other activities required to achieve RMAPI's vision, goals, and infrastructure development



### **Competencies**

- Ability to work independently
- Time management
- Excellent organizational, written and communication skills
- Analytical
- Critical thinker
- Flexibility and comfort with work planning and managing multiple competing priorities in a context of change, ambiguity and changing needs or momentum
- Positive attitude and value-based teamwork ethic

### **Supervisory Responsibility**

None

### **Physical Demands/ Work Environment**

(See attachment)

### **Travel**

Some travel- primarily local during the business day

### **Required Education and Experience**

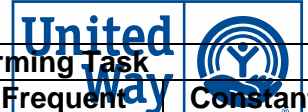
Associate's Degree in related field. At least 7 years of experience working in or supporting a community nonprofit organization, government agency or similar type of organization.

### **Preferred Education and Experience**

Bachelor's Degree in related field. At least 5 years of experience working in or supporting a community nonprofit organization, government agency or similar type of organization.

In support of the ADA, this job description lists only the responsibilities and qualifications deemed essential to the position.

## Physical Requirements/Work Environment



Activity	% of Time Performing Task			
	Rare 0-30%	Occasional 30-60%	Frequent 60-90%	Constant 90-100%
Hand/ Eye Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending Over/ Stooping	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawling/ Kneeling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching Overhead	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crouching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Balancing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing/ Pulling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thrusting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting at Waist	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Push/ Pull Max Force</b>	<b>Rare 0-30%</b>	<b>Occasional 30-60%</b>	<b>Frequent 60-90%</b>	<b>Constant 90-100%</b>
0-20 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21-39 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40-50lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
60-100 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Verbal Communication</b>	<b>Rare 0-30%</b>	<b>Occasional 30-60%</b>	<b>Frequent 60-90%</b>	<b>Constant 90-100%</b>
Face-to-Face	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Group Setting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Hand Movement</b>	<b>Rare 0-30%</b>	<b>Occasional 30-60%</b>	<b>Frequent 60-90%</b>	<b>Constant 90-100%</b>
Repetitive Motion	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Grasping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Finger Dexterity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Hearing Requirements</b>	<b>Rare 0-30%</b>	<b>Occasional 30-60%</b>	<b>Frequent 60-90%</b>	<b>Constant 90-100%</b>
Face-to-Face	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
On the Phone	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Group Setting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



	% of Time Performing Task			
<b>Vision</b>	<b>Rare 0-30%</b>	<b>Occasional 30-60%</b>	<b>Frequent 60-90%</b>	<b>Constant 90-100%</b>
Face-to-Face	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Group Setting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preparing/ Analyzing Figures	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Color Distinction	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visual Inspection	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Carrying</b>	<b>Rare 0-30%</b>	<b>Occasional 30-60%</b>	<b>Frequent 60-90%</b>	<b>Constant 90-100%</b>
1-10 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11-24 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25-35 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36-50lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
> 50 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Work Conditions</b>	<b>Rare 0-30%</b>	<b>Occasional 30-60%</b>	<b>Frequent 60-90%</b>	<b>Constant 90-100%</b>
Working in Confined Spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposure to Dust/ Fumes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposure to Chemicals/ Gases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment/ Machines	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working From Heights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety/ Clothing Equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Noise Levels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Night/ Dark	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving a Vehicle	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employee Name

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Employee Signature

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Date

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