



The United Way of Central Massachusetts and the Worcester Education Collaborative are seeking a Program Administrator

The Worcester Education Collaborative's mission is to engage the community in fulfilling its responsibility to ensure that excellence in education is available to all public school students and that they are prepared for success in college, career, and life. The organization's work falls into three broad areas: student achievement and attainment; community education and capacity building; and advocacy. The United Way of Central MA connects people and resources to improve the community through grantmaking and partnership. Worcester Education Collaborative (WEC) and the United Way are currently seeking a program administrator. Working with the WEC and United Way team, the Administrator will have responsibility for overseeing and developing the work of the organization in the areas of development, programming, communications, and administration.

Reports to:

Executive Director, Worcester Education Collaborative
Vice President, United Way of Central Massachusetts

Responsibilities of this position include:

1) Development

The Program Administrator will support the development program. Specifically, the Program Administrator will:

- Research funder/donor prospects
- Manage the development work plan
- Develop and manage a contact and prospect database
- Assemble grant materials in collaboration with the WEC and United Way teams

2) Programming

The Program Administrator will support WEC's ongoing programming. Specifically, the Program Administrator plan and coordinate monthly *Lunch and Learn* and other educational briefings for the Worcester community on relevant and emerging topics related to educational equity and excellence. Tasks include but are not limited to:

- Identifying topics, coordinating presenters, & setting the program/agenda
- Developing marketing materials, managing recruitment and registration
- Completing event follow-up activities

The Program Administrator will also assist the United Way team with event planning.

3) Communications

The Program Administrator will support the Communications Teams with implementing the Communications Plan, including the creation and disseminations of electronic communication, print materials, news articles and features, and conference presentations.

4) General Administration Support

The Program Administrator will support WEC with scheduling, planning and coordination of other activities, including professional development sessions, community forums, Woo-Labs Community of Practice convenings, and other events throughout the year.

The Program Administrator will support the United Way CEO and Advancement team in administrative tasks related to communications and marketing.

Requirements

The ideal candidate will hold a bachelor's degree and have experience in a dynamic, collaborative environment. In addition, the successful candidate will be one who is able to manage many moving parts while keeping an eye on long-term goals, possesses excellent writing skills, is able to work independently and as part of a team, and is passionate about education and community engagement. Knowledge of the following software required: Microsoft Word, Excel, and PowerPoint. Preference for candidates with knowledge of Salesforce, Canva, and online fundraising platforms.

Compensation and Benefits

United Way of Central Massachusetts and the Worcester Education Collaborative offer competitive salaries and a comprehensive benefits program including:

- Medical and Dental insurance
- 4 weeks vacation, 12 holidays plus paid sick time
- 401K retirement savings plan
- Section 125 Flexible Spending Accounts
- Life, short-term disability, and long-term disability insurance
- Parking

Starting salary for this entry-level administrative position is \$32K-36K

Physical Requirements:

Prolonged periods sitting at a desk and working on a computer.

Must be able to lift up to 15 pounds at times.

Equal Opportunity Employer Statement

United Way of Central Massachusetts is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.

To Apply:

Please submit cover letter and resume to worcesteredcollab@gmail.com