



JOB DESCRIPTION

Member, Community Engagement and Investment Committee United Way Yukon

United Way Yukon takes an active role in helping individuals live healthy and productive lives. We help power change, supporting efforts that tackle persistent social issues at the root. We believe in diversity – our Board, volunteers and the projects we fund represent the needs and interests of all demographic groups throughout the Yukon.

Purpose of the Position

The Community Engagement and Investment Committee (CEIC) is responsible for funding innovative projects that help address the underlying causes of social issues. We are a friendly, small group that warmly welcomes new members. We work best when we have five to seven members, so that each is responsible for two to three funded projects over the course of the year.

Responsibilities and Duties

You will review applications for project/program funding from a wide range of Yukon NGOs (usually registered charities) and, as a team, determine how funding is allocated. You will be the primary United Way contact for several organizations, monitoring their projects' progress, finding out about their issues, helping them recognize the United Way's contribution appropriately and ensuring accurate final reports are submitted on time.

Qualifications

You are community minded and energetic. You have good attention to detail, good interpersonal skills, familiarity with spreadsheet and email programs, the ability to assess submitted information according to existing United Way policies and procedures, and good organizational skills.

Commitment Expected

The work of the committee takes place mostly from mid-January to mid-March, when funding applications are received and assessed. This typically will take 2-4 hours a week. The rest of the year will require 4-6 hours a month of your time. Meetings are scheduled as needed, at a time and location agreeable to committee members.

Training

You will be mentored by other team members, with help just a phone call or email away.

Job description current as of January 14, 2019

Contact CEIC Chair Doug Hitch at hitch@northwestel.net or (867) 668-7065 for more information

Find out more about United Way Yukon online at www.unitedwayukon.ca