About Us
United Way of Central and Northeastern Connecticut is one of more than 1,100 autonomous United Ways in our nation and 1,800 community-based United Ways in forty-five countries and territories. We have the unique ability, vision, and resources to bring together diverse stakeholders around a community vision of creating positive change to achieve long-lasting results for children and families. Our Community Engagement and Marketing team helps to raise awareness of United Way’s work and the impact we can all make together for local children and families.

Our Mission
To engage and bring together people and resources committed to the well-being of children and families in our community.

Our Vision
A community where opportunities are available for every child to succeed in school and for every family to achieve financial security.

Our Values
In pursuing our mission, the following principles guide our relationships with stakeholders, including our donors, volunteers, partners, employees and the communities we serve: a belief that respect, equity, diversity and inclusiveness make us stronger; engaging others with professionalism and quality support; seeking creative and sustainable solutions to pressing social challenges; maintaining the highest standards of personal and organizational honesty in order to ensure stewardship of donors’ dollars; being proactive and responsive through consistent communication; and, delivery of high-quality services and effective measurement of results to ensure efficiency and innovation.

Join Our Team! Career Opportunity
We are searching for a Marketing and Engagement Administrative Assistant who is a critical thinker, initiative-taker and detail oriented with strong written and interpersonal communication skills to be part of our United Way team located in Hartford. The ideal candidate will share our organizational values and beliefs.

As the Marketing and Engagement Administrative Assistant you will be responsible for duties including, but not limited to data management and analysis, budget tracking, invoicing, copy editing, media relations and administrative support.

What You will Do:

Data Management
- Serve as department superuser for Salesforce Customer Relationship Management (CRM)
- Coordinate systems for data entry and regular reporting with attention to accuracy and efficiency
- Provide regular reporting to team members on various donor/volunteer/customer activities

Event Support
• Set-up registration mechanisms, make name tags and manage day-of-guest registration needs
• Provide regular reporting and analysis
• Enter event attendees into CRM database and add to appropriate e-mail lists
• Coordinate invoicing for all organizational events and sponsorships in partnership with development and finance-regularly track receivables
• Support with budget/revenue tracking

Marketing and Communications
• Media Clippings Report
• Copy editing
• Community calendar updates
• Support E-Mail marketing preparation, distribution lists and sends
• File and archive (both digital and hard copy) materials and assets, including collateral, photos, articles, awards, etc.

Administrative Support
• Provide internal and external meeting support for department leads to include calendar invites, tracking RSVPs taking and sending minutes, sending meeting reminders, room preparation, catering orders, etc.
• Track key campaign dates and send calendar invites to Affinity Group and Community Engagement leads to support donor outreach efforts
• Coordinate department invoicing and budget tracking

About You:
• Bachelor’s Degree or equivalent work experience required
• Experience with Salesforce CRM preferred
• Proficient in Microsoft Office Products (Excel, Word, Outlook)
• Spanish speaking and translation capabilities preferred
• Team oriented, professional, collaborative, organized and good communications skills
• Ability to work in a fast-paced, driven environment, implementing last-minute changes as needed
• Demonstrated strong attention to detail, creative, analytical and takes initiative
• Additional multimedia skills such as animation and podcast production are a plus
• Ability to work self-directed, under pressure, meet deadlines, manage multiple projects simultaneously, and review and analyze data
• Demonstrated interpersonal, communication, project, time management and analytical skills
• Willing to share ideas and best practices – always looking for organizational process and practice improvements
• Ability to work occasional nights and weekends as needed for event coverage

How to Apply:
Qualified applicants should submit a resume and a cover letter describing 1) their qualifications and experiences 2) salary requirements, and 3) how they learned about the position to:

United Way of Central and Northeastern Connecticut
Human Resources
United Way of Central and Northeastern Connecticut is an equal opportunity employer M / F / D / V.

Frequently cited statistics show that women and members of structurally marginalized and/or underrepresented groups apply to jobs only if they meet 100% of the qualifications. United Way of Central and Northeastern Connecticut encourages you to break that statistic and to apply. Few candidates will meet 100% of the qualifications. We look forward to your application.