

United Way of Androscoggin County

Are you looking for an opportunity to develop leadership, sales, management and presentation skills along with making valuable business connections? Would you like to have a positive impact on local programs because of the work you do every day? You will have these opportunities as a Loaned Executive with United Way of Androscoggin County.

OVERVIEW

UWAC is seeking an energetic, enthusiastic and creative self-starter to join our organization on a temporary basis as a Loaned Executive (September 4 – November 16). Individuals that are ready to join a strong, committed and impact-oriented team are invited to apply. Loaned Executives function as extensions of United Way staff in coordinating, implementing and managing successful employee campaigns within Androscoggin County businesses and nonprofits. Loaned Executives are required to complete training that begins on Tuesday, September 4 and demonstrate knowledge and effectiveness of the work of United Way.

DESIRABLE ATTRIBUTES

Loaned Executives must have the ability to manage many tasks at once in a fast paced environment. Must have excellent community skills and the ability to work both independently and as part of a team. Individuals must project the professional image of the organization as well as excitement and motivation for our work. The ability to utilize office equipment and computer software is essential. A current drivers' license with full-time access to an automobile is required.

DUTIES AND RESPONSIBILITIES

- Analyzes the results of past campaigns and keeps detailed records and reports on assigned accounts to ensure a successful campaign;
- Confirms the appointment of Campaign Coordinators at assigned companies;
- Assists Campaign Coordinators in the planning, organization and goal setting of company campaigns;
- Makes presentations to employee groups and completes administrative functions for employee rallies;
- Helps develop projections for any outstanding accounts and completes reports on all accounts.