



**United Way of Tucson  
and Southern Arizona**

## **Project Manager Full Time- Non-Exempt**

### **POSITION SUMMARY**

The Project Managers will support Financial Wellness and Volunteer Income Tax Assistance Programs (VITA) Wellness Partnership projects, which include outreach and navigation support related to financial wellness and tax assistance resources, financial/coaching education trainings, and public policy education. This position will report to the Senior Director of each area and will work collaboratively with other United Way teams. A strong candidate should demonstrate attention to detail, as well as excellent communication, project management, and organizational skills.

United Way offers competitive wages and a generous benefits packet with employer contributions for full time employees including medical, dental, 401K, HRA, PTO, 11 paid holidays, and opportunities for educational and professional development. For more information about our organization, see [www.unitedwaytucson.org](http://www.unitedwaytucson.org).

**SALARY: \$19.23 hr./\$40,000 annually**

### **RESPONSIBILITIES**

- Research, compile, and update information about existing financial wellness and tax assistance services and programs in Tucson and Southern Arizona community.
- Share information about financial wellness and tax assistance resources with partners and community members through materials, meetings, and outreach events.
- Offer financial and tax preparation assistance to participants in United Way partner programs.
- Coordinate logistics for virtual, hybrid, and in-person meetings and events.
- Maintain data base of contacts and resources.
- Assist with grant monitoring and data tracking.
- Support communications efforts, including the monthly Financial Wellness newsletter, website pages, and resource emails.
- Other duties as assigned.

### **QUALIFICATIONS, SKILLS, AND ABILITIES**

- Associate degree from an accredited university or college, or an equivalent combination of education and experience.
- Previous experience or familiarity with nonprofit, government, or direct social service organizations helpful.
- Ability to analyze, organize, synthesize, and prioritize tasks.

- Ability to manage multiple tasks, occasionally under time constraints.
- Strong written/verbal communication and public speaking skills.
- Bilingual proficiency in English and Spanish is helpful.
- Computer software skills: word processing, spreadsheets, databases, forms; Microsoft Office Suite experience helpful.
- Ability to work in a culturally sensitive manner with diverse populations.
- Ability to travel to community sites throughout Pima County.
- Must have valid AZ Driver's License, registration and proof of current automobile insurance.
- Ability to occasionally lift up to 30 lbs. when necessary.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified in this position.

#### **POLICY STATEMENT**

The United Way of Tucson and Southern Arizona is an equal opportunity employer. We champion diversity, equity, and inclusion. We take action to ensure equal opportunity and all candidates are considered without regard to race, color, religion, national origin, age, sex, sexual orientation, gender identity, marital status, ancestry, physical or mental disability, veteran status, or any other legally protected status.

Upon hire and/or prior to starting employment with us, the successful candidate will be required to provide evidence of COVID vaccination or provide proof of eligibility for medical exemption.