



United Way of
the Piedmont

ESSENTIAL SKILLS and EXPERIENCE

- Bachelor's degree, preferably in marketing, communications, graphic design or related technical field.
- Demonstrate:
 - Strong analytical and problem-solving skills.
 - Strong interpersonal skills with ability to work independently or with others as a team.
 - Strong public speaking and storytelling abilities.
 - Ability to persuade or influence others in favor of a service, point of view, or course of action.
 - Strong ethical standards, reliability, accountability, excellence, positive attitude, and confidentiality.
 - Excellent customer service skills:
 - Excellent attention to detail and sense of urgency, ability to prioritize with an emphasis on quality and accuracy of work.
 - Ability to multi-task, prioritize and deal with interruptions while meeting timely deadlines.
 - Ability to change course of action due to shifts in work demands.

PHYSICAL DEMANDS and WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stand, sit, talk, hear, and use hands and fingers to operate a computer and telephone. Specific vision abilities required by this job include close vision, distance and color vision due to computer work. May be required to lift, push, or pull up to 25 pounds occasionally.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. There is moderate noise associated with a business office including telephones, computer keyboards, printers, office traffic and visitors. The work environment requires the individual to have the ability to work in a confined space and sit at a computer terminal or in conference rooms.

United Way of the Piedmont is an Equal Opportunity Employer and Employer of National Service. AmeriCorps, Peace Corps, and other National Service alumni are encouraged to apply.

To apply: Please send your resume, cover letter, and two references via e-mail to Alex Moore at amoore@uwpiedmont.org