



Job Title: Online Applications Specialist

Classification: Level II

Exempt: Full-time, Exempt

Reports to: Director of IT

Department: Information Technology

Location: Albuquerque

ORGANIZATION:

Headquartered in Albuquerque, United Way of North Central New Mexico (UWNCNM) serves the people of five counties: Bernalillo, Sandoval, Santa Fe, Torrance, and Valencia. Our mission is connecting people to opportunities and services to equitably improve lives and strengthen communities.

UWNCNM brings together donors, businesses, nonprofits, government, and others to create better solutions to our community's challenges. Our programs and donor dollars ensure that individuals and families in central New Mexico have the opportunity to achieve potential through education, that they are healthy and safe, are financially stable and live life with dignity.

In addition, UWNCNM has a strong commitment to Diversity, Equity and Inclusion and upholds the following values:

- We value the visible and invisible qualities that make you who you are.
- We welcome that every person brings a unique perspective and experience to advance our mission and progress our fight for the health, education, and financial stability of every person in every community.
- We believe that each United Way community member, donor, volunteer, advocate, and employee must have equal access to solving community problems.
- We strive to include diversity, equity, and inclusion practices at the center of our daily work.

We commit to using these practices for our business and our communities.

PURPOSE: Manage and maintain the online engagement platform and other online applications. Serve alongside Corporate Relations personnel as primary technology support for employee engagement customers.

ESSENTIAL FUNCTIONS:

- Add, update, and maintain company fundraiser, volunteer, event, raffles, auction, and engagement opportunities in the engagement platform.
- Provide a unique experience in the engagement platform for the employees of each company through customization.



- Plans and implements information and communications actions for donors' employee engagement, as well as in collaboration with donors' employee engagement managers on topics, issues, or campaigns to best support their experience in the engagement platform.
- Maintain iGuide (agency designation catalog) on both United Way Worldwide and in the engagement platform.
- Provide technology project management of employee engagement opportunities.
- Provide engagement platform user support including providing data reports to staff, donors, and company campaign/payroll managers.
- Train and support company employee engagement managers who require administrative access to the engagement platform.
- Attend meetings with the Corporate Relations Officer and the company.
- Work closely with the employee engagement platform vendor.
- Maintain and update the UWNCNM employee intranet (SharePoint)
- Complete other duties and special projects as assigned.

CORE COMPETENCIES:

- Strong technical skills
- Good interpersonal, written, and verbal skills
- Ability to coordinate at multiple levels and provide great customer service.
- Gives attention to detail and follows instruction.
- Ability to stay organized.
- Ability to work both independently and within a team environment.
- Works towards goals and achievement.
- Effective time management; maximizes productivity.
- Ability to understand overall data flow considering all input and output, hardware, software, and the operating environment.

MINIMUM REQUIREMENTS [EDUCATION]:

- Bachelor's degree or equivalent work experience preferred.

MINIMUM REQUIREMENTS [EXPERIENCE]:

- Experience with HTML, CSS, Javascript, Photoshop (or similar), Microsoft Office 365, SharePoint, and Microsoft Access and MS SQL a plus.
- Excellent communications skills, and the ability to work with people who are at various levels of technical knowledge.
- Strong time management and the ability to set priorities.
- Proficient in multi-tasking.



SALARY RANGE: \$49,000 to \$53,000 salary per year, 35 hours per week FTE (Full Time Employee).

BENEFITS: Full-time employees are eligible for health, dental, life and long-term disability insurance, a retirement plan, flexible spending account and voluntary insurance programs. We offer a tuition reimbursement plan, volunteer time off, and generous leave time. Part-time employees may be eligible for some of these benefits.

EQUIPMENT USED:

- PC and standard office equipment
- Telephone, computer, copy machine, printer, scanner, fax machine and related equipment
- Microsoft Office, Internet Explorer, Outlook

PHYSICAL REQUIREMENTS/WORKING CONDITIONS/DEXTERITY:

UWNCNM is a hybrid workplace. In-person office attendance within UWNCNM's office building in Albuquerque, NM is required on Tuesdays and Thursdays. 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.

- Standard office environment, position is primarily an office setting, requiring long periods of sitting at a desk and computer to accomplish duties and to stand for limited periods of time.
- Regular attendance is required in this position.
- Must have access to reliable internet when working from home.
- Must be able to operate a personal computer at an acceptable rate of speed.
- Must be able to view computer monitors.
- Must possess a valid New Mexico driver's license.
- May be required to lift and/or move up to 20 pounds unassisted and occasionally lift and/or move up to 40 pounds with assistance.
- Must be able to perform the essential functions of the job with reasonable accommodation.

UWNCNM supports the Americans with Disabilities Act (ADA). Please tell us if you need accommodation to perform the job's essential functions. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

United Way of North Central New Mexico is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression,



sexual orientation, national origin, genetics, disability, age, or veteran status. We welcome applicants with disabilities and applicants from underrepresented racial and ethnic groups.

NOTICE: This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position.

This job description is meant only to be a guideline and may be modified at any time. UWNCNM is an At-will Employer. This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

Interested applicants, or if you have additional questions, must supply a resume and cover letter to applicant@uwncnm.org by September 19, 2023.