

**Position:** Resource Specialist, Part-Time  
**Hiring Organization:** United Way of Salt Lake  
Salt Lake City, UT  
**Department:** United Way 2-1-1  
**Reports to:** 2-1-1 Database Administrator  
[www.uw.org](http://www.uw.org)

### **ORGANIZATION BACKGROUND AND EVOLUTION**

United Way of Salt Lake (UWSL) has made a promise to our community – to change the odds so all children and their families have the same chance to succeed in school and life. Our role has evolved from primarily a fund-raising, fund distribution organization to what it is today - a community problem-solving organization, dedicated to advancing the education, income and health of our neighborhoods and communities to ensure that every child succeeds, every step of the way, from cradle to career.

UWSL has adopted a unique approach to community problem-solving called Collective Impact. Collective Impact brings many different sectors together to find new and innovative ways to address challenges and develop lasting changes.

UWSL is committed to excellence. We have adopted high standards of accountability and operate with integrity and transparency. We provide outstanding customer service.

### **WORK ENVIRONMENT**

UWSL's work environment is fast-paced, friendly, committed, nonpartisan, and ever changing. Employees are dedicated, appreciated and recognized for their efforts, and all levels of personnel are engaged in the work daily. Our focus is on high level results – communicating, aligning and integrating around our organizational goals.

### **POSITION OVERVIEW**

The Resource Specialist will assist in development of the 2-1-1 health and human service resource database. The position is part-time, 20 hours per week. Office hours for the position will be scheduled between 8:00 a.m. to 6:00 p.m. Part-time employees are not eligible for the complete benefit package offered by UWSL.

### **KEY RESPONSIBILITIES**

1. Assist in gathering human service information statewide by working with regional resource coordinators in gathering, verifying and entering data into database(s)
2. Under direction of the Database Administrator, work with volunteers, VISTAs and regional resource coordinators to ensure data is entered correctly and consistently
3. Focus on the implementation of AIRS accreditation standards within the database and projects assigned to that process
4. Assist in ensuring information is updated statewide, including Community Point and the online volunteer database
5. Assist in devising new strategies on creating best practices in information collection
6. Provide assistance related to publication of human service directories
7. Assist in troubleshooting and problem solving issues with databases
8. Provide input on development and implementation of data reports as needed

### **POSITION REQUIREMENTS**

- Ability to gather and organize information efficiently
- Ability to work well under stress during busy periods and to initiate work projects during slower periods
- Public speaking experience helpful

### **MINIMUM QUALIFICATIONS**

- Preferred bachelor's degree in social or behavioral sciences **OR** equivalent directly related work experience
- Work or volunteer experience in a social service environment and working knowledge of community programs
- Demonstrated computer proficiency in database, Internet, and word processing programs

### **SALARY INFORMATION**

\$14- \$15.50 Hourly

### **TO APPLY**

Only complete applications will be considered for the position. Interested applicants must submit a cover letter, resume, and employment application to [jobs@uw.org](mailto:jobs@uw.org). Employment applications and the complete job description can be found at <http://www.uw.org/about-us/careers/>.