



Job Description

Job Title: Community Impact Specialist
Reports To: Director of Community Impact
FLSA Job Status: Non-Exempt (Hourly)
Classification: Full-Time
Date Prepared: 10/7/2024

Job Summary. Assists with planning, implementation, evaluation, and community engagement of projects promoting community impact and community health.

Illustrative Essential Job Functions. The duties listed below are intended to describe the general nature and level of work of this position. The list is not exhaustive or restrictive, and other duties may be assigned.

Community Impact

- Reviews and adopts best practices in impact management and social innovation.
- Assists with strategic planning, grant making, communications and program evaluation.
- Provides research, writing, and support for plans, reports, studies, and grant applications.
- Writes literature reviews on various topics in order to make appropriate recommendations to partners, consultants, and staff.

Fund Development

- Ensures the fulfillment of grant and other funding source required deliverables
- Coordinates grant and other funding-source compliance, involving partner organizations, if applicable
- Monitors grant and other funding sources expenditures to ensure limits are observed

Other

- Participates in or leads internal and external special projects.
- Maintains physical and digital records, consistent with best practices and the Illinois Local Records Act
- Performs other duties as assigned.

Supervision Received. Work is performed under the general supervision of the Director of Community Impact.

Supervision Exercised. Supervision is not a responsibility of this position, although functional direction may be exercised over staff in connection with various activities under the responsibility of this position.



Success Factors. To perform the job successfully, an individual should demonstrate the following behaviors:

- Exercise initiative to problem-solve, develop plans, and follow-through
- Prioritize responsibilities and meet deadlines
- Work collaboratively with others to ensure the success and achievement of team members in the fulfillment of RPC and Health Board priorities
- Adapt as the organization develops and evolves
- Maintain reasonable and predictable attendance
- Maintain a professional office setting through cleanliness, organization, and demeanor
- Meet productivity standards
- Complete work in timely manner

Education, Training, Experience

Graduation from an accredited institution with a Bachelor's degree in Public Health, Social Work, or Public Administration or related field, and two years relative experience. Master's degree preferred but not required. A satisfactory equivalent combination of experience and training which ensures the ability to perform the work may be considered.

Licenses & Certifications. Annual completion of Open Meetings Act and Freedom of Information Act training required.

Job-Specific Skills. Critical knowledge and fundamental skills required for the position, include:

- Initiative to problem-solve, develop plans, and follow-through
- Ability to appropriately prioritize responsibilities, complete work in a timely manner, and meet deadlines
- Skill in the use and care of a personal computer, including knowledge of MS Office Suite and other software and technologies as adopted
- Excellent interpersonal and written communication skills
- Attention to detail with good organizational capabilities



Working Conditions and Special Demands

Work is performed primarily in an office session, sitting at a desk and operating a personal computer. Work may require attending meetings with may involve travel throughout the region. Work may include occasional field inventory and data collection as needed.

Frequently

- Sit
- Use hands to finger, handle, or feel
- Reach with hands and arms
- Speak and hear

Occasionally

- Stand
- Walk
- Climb or balance
- Stoop, kneel, or crouch
- Lift up to 25 pounds

Necessary Special Requirements. [Include things such as possession of valid Illinois Driver's license, any required licensing or certification, residency requirements, etc.]

- Possession of a valid driver's license
- Insured, personal vehicle for business use; business-related mileage reimbursement available
- Drug screening and background check

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