

**Job Title: UGI Program Coordinator**

Location: Decatur, Illinois

FLSA Status: Exempt

Type: Full-Time

UGI Program Coordinator: Responsible for creating the expanded programs, tracking outcomes, determine program resource utilization to ensure effective, efficient and integrated.

UGI Program Coordinator plays a central role in supporting the successful delivery and integration of all programs under the United for a Greater Impact (UGI) initiative. This position is responsible for developing a system for tracking outcomes for all programs, coordination and logistics to ensure that the necessary support is provided for engaged participants and assessing resource utilization to ensure programs are effective, efficient, and aligned with overall project goals and operating within budget.

The coordinator is a key and central figure that ensures seamless coordination, continuous improvement, and data-driven decision-making across the UGI initiative. Focus: Data Collection, Budget Alignment, Reporting

- Implement a system for tracking all programs and outcomes.
- Monitor and evaluate program performance using established metrics and outcomes.
- Analyze resource use across programs to ensure project is within budget.
- Provide coordination support for programs.
- Maintain accurate records, reporting systems, and documentation for program tracking.

Qualifications

- Attention to detail.
- 2+ years of experience in program coordination or project management.
- Strong organizational, data analysis, and communication skills.
- Ability to manage multiple priorities and work across diverse teams.
- Proficiency with program evaluation tools and reporting software.

Skills

- Strong communication and interpersonal skills
- Strong organizational skills and the ability to manage multiple projects and priorities.
- Proficiency in Microsoft Office Suite and familiarity with tracking systems or databases for managing participants.

Working Conditions

- Full-time position.
- Travel may be required.
- Collaborative and dynamic work environment.

Compensation



- Salary commensurate with experience. Benefits include health insurance, paid time off, and professional development opportunities.
- Benefits package includes health insurance, retirement plan options, paid time off, and professional development opportunities.

How to Apply

Interested candidates should submit their resume and a cover letter detailing their qualifications and interest in the position to Debbie Bogle @ dbogle@uwdecat.org or mail to:

United Way of Decatur and Mid-Illinois
Attn: Debbie Bogle
201 West Eldorado St.
Decatur, IL. 62522