



Job Title: UGI Project Assistant

Location: Decatur, Illinois

FLSA Status: Exempt

Position Type: Full-Time

Reports To: UGI Team

Evenings and Weekends as needed.

Building a Sustainable Workforce Ecosystem

This initiative outlines a transformative, community-driven strategy to address systemic unemployment and economic disparities in Decatur and Macon County, Illinois. Rooted in data from rigorous community assessments, this approach aims to establish a sustainable workforce ecosystem that fosters equity, education, and economic self-sufficiency.

The Challenge

- Disparities in Unemployment: Black (14.7%) and Latino (15.8%) unemployment rates far exceed the White rate (7.1%).
- Structural Barriers: Access to childcare, transportation, and digital resources limits workforce participation.
- Disconnect: A lack of alignment between workforce initiatives and underserved populations result in disengaged youth and adults.

The Opportunity

This initiative seeks to address these challenges by:

- Providing scholarships for training, upskilling, and educational programs including public safety, healthcare, and other high-demand fields.
- Offering wrap-around services to support individual success in training and employment.
- Developing structured and equitable career pathways in high demand industries such as healthcare, manufacturing, and education.
- Partnering with local employers and institutions to implement a community-wide workforce equity plan.

The Goals

- Economic Stability: Enable individuals to sustain self-sufficiency through targeted interventions.
- Equity: Reduce racial and socio-economic disparities in employment.
- Sustainability: Foster long-term systemic change with integrated workforce strategies and scalable best practices.
- Education Access: support career literacy initiatives that connect adults to family-sustaining occupations.
- Poverty Reduction: Reduce poverty by supporting people as they transition from poverty to ALICE status and from ALICE to economic independence.

Job Description – Overview

The UGI Project Assistant provides core administrative and logistical support to the entire UGI team. This role ensures smooth day-to-day operations by handling team scheduling, procurement, documentation, and event logistics, allowing the project team to focus on direct programmatic impact.

Key Responsibilities

- **Team Administrative Support:** Coordinate meeting logistics, including room reservations, audio/visual setup, and catering/lunch orders for meetings and events.
- **Document & Records Management:** Perform scanning, copying, printing, filing, and digital document organization for UGI project files.
- **General Operations:** Assist team members with routine administrative tasks, tracking inventory of project supplies, and preparing meeting materials or packets.
- **Communication & Coordination:** Serve as a central point of contact for internal team requests and basic external project inquiries.

Qualifications & Skills

- Proven self-starter with strong initiative and the ability to work independently with minimal supervision.
- High school diploma or equivalent (administrative experience preferred).
- Strong organizational skills with keen attention to detail.
- Proficiency with basic office software (Microsoft Office Suite and Google Workspace).
- Ability to multitask, prioritize requests from multiple team members, and work collaboratively.
- Strong written and verbal communication skills.

Working Conditions

- Full-time position with occasional evening and weekend hours based on program needs.
- Travel may be required to meet with educational institutions, employers, and program participants.
- Collaborative team environment.

Compensation

- 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 juanita@uwdecaturn.org or mail to:

United Way of Decatur and Mid-Illinois
Attn: Dr. Juanita Morris
201 West Eldorado St.
Decatur, IL. 62522

