



Programs & Administration Coordinator

United Way of Greater Richmond & Petersburg seeks a detail-oriented professional to support the Vice President of Programs & Administration and members of the Community Building department with administrative requests; special projects, including a variety of mailings; meeting scheduling and preparation; and other related duties. The Coordinator serves a key role in the administration of the Emergency Food and Shelter Program and assists with tasks related to e-CImpact, such as maintaining user profiles, updating records, organizing volunteer/staff assignments, and pulling reports. S/he provides back-up support to receptionist on a shared, rotating basis and, on a seasonal basis, may assist the workplace campaign team with Speakers Bureau scheduling.

United Way of Greater Richmond & Petersburg maintains a positive, challenging and engaging environment for its employees. Working at United Way offers personal and professional growth opportunities and a chance to be part of a team that is creating lasting change in our community and leading a movement to engage every local citizen in that change. We empower individuals and drive systemic change to provide everyone with a clear path to success. We do this by mobilizing the entire community – individuals, nonprofits, government agencies, schools and businesses alike – to collectively tackle our region’s toughest challenges. United Way of Greater Richmond & Petersburg serves the region’s neighborhoods and rural areas alike, providing direct services and support to partners in the cities of Richmond, Petersburg and Colonial Heights as well as the counties of Charles City, Chesterfield, Dinwiddie, Goochland, Hanover, Henrico, New Kent and Powhatan.

Qualifications: The ideal candidate will have a minimum of 3 to 5 years of administrative/program coordination experience and a desire to learn about health and human services and human needs in the Greater Richmond & Petersburg region. Must be proficient in Microsoft Office (Excel, Word, Outlook, PowerPoint); able to manage multiple priorities and meet scheduled deadlines; able to maintain confidentiality; have effective interpersonal skills and excellent communications skills, both verbal and written; able to work with employees of various levels within the organization, as well as community partners. Local travel is required; must have valid Driver’s License. High School Diploma or equivalent required; Associate’s or Bachelor’s degree preferred.

Position open until filled. Please send cover letter, resume, and salary requirement to:

United Way of Greater Richmond & Petersburg
Human Resources
P.O. Box 11807
Richmond, VA 23230
Email: jobs@yourunitedway.org
Fax: (804) 775-6476

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