



## **Workforce Partnerships Coordinator**

**The Workforce Partnerships Coordinator position represents a collaboration among United Way of Greater Richmond & Petersburg, the Bob & Anna Lou Schaberg Fund at VNHC, and the Greater Richmond Workforce Partnership Team.** The vision for this position is to develop an infrastructure that will support the development and operations of a community-wide workforce development system for vulnerable populations, which are defined as those individuals facing significant barriers to finding and retaining employment.

Some of the key responsibilities of the position include: support the Workforce Partnership Team (WPT) by facilitating meetings, circulating materials, collecting data and communicating with partners; develop and maintain a list of community partners and upcoming events; build and maintain relations with community partners; establish and manage a shared interagency community event calendar; plan opportunities for ongoing professional development and training for workforce staff; connect the WPT to other relevant workforce initiatives in the Richmond region; communicate about workforce development for vulnerable populations; and identify new partners to expand work of the WPT.

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 demonstrated success in building and maintaining relations with community leaders; experience in convening and meeting facilitation; experience taking directions from multiple stakeholder; and demonstrated commitment to the collective impact concepts. A Bachelor’s Degree in Human Services or related field is required.

**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](mailto:jobs@yourunitedway.org)  
Fax: (804) 775-6476

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