



## **Programs & Administration Coordinator**

**United Way of Greater Richmond & Petersburg seeks a detail-oriented professional** to provide support with administrative requests, special projects, meeting scheduling and preparation, and other related duties such as preparing invitations, agendas and materials, reserving and setting up facilities, recording and transcribing meeting minutes, and maintaining and updating rosters. The Coordinator maintains a filing system for personnel and other department files; assists with human resource functions such as benefits enrollment and onboarding new employees; assists with the administration of the Emergency Food and Shelter Program (EFSP); provides administrative support to the Southside Trauma Informed Care Network (STICN); provides administrative support throughout the various phases of the agency funding process; assists with public awareness activities in support of the Steps to Success; attends community, organizational, departmental and committee meetings; processes incoming and outgoing mail for the entire organization; and provides back-up support to receptionist on a shared, rotating basis.

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, with human resource experience preferred. 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 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  
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Richmond, VA 23230  
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