



This is not a virtual or hybrid position  
Location: 101 York Crossing Rd., Yorktown, VA 23692

**Job Title: Administrative Coordinator**

**Classification: Full-time; Hourly wage**

**Overall Purpose of this Role:**

This position provides and coordinates administrative and logistical tasks related to Collective Impact and Resource Development. The Administrative Coordinator helps to manage and maintain information related to community donors and partners. Primary responsibilities include data entry and management, managing multiple calendars and email accounts, providing logistical support for events and meetings, and conducting advanced administrative tasks to ensure efficient team functioning. A successful Administrative Coordinator will demonstrate a strong team orientation and a commitment to quality performance.

**Key Competencies**

- Models **kindness** with internal and external customers, upholding United Way's commitment to equity and unity
- Understands and consistently practices **responsiveness** and **accountability** to all customers and staff
- **Communicates clearly** and professionally with people from diverse backgrounds
- **Coordinates and organizes** multiple calendars, events, and projects and associated administrative duties and deadlines
- **Manages** CRM data quality and reporting to measure performance and inform strategic efforts
- **Supports** activities and projects related to Resource Development and Collective Impact
- **Adapts** to changing needs and service delivery systems

**Key Responsibilities**

- Data entry
- Create and submit reports in preparation of scheduled meetings and as requested
- Create and maintain specialized contact lists
- Monitor and manage multiple email accounts
- Coordinate, schedule, and prepare for meetings hosted internally and externally
- Coordinate and manage departmental calendars and deadlines
- Track and manage inventory of collateral and printed materials
- Provide logistical support for events and functions by making orders, securing reservations, working with vendors, and assisting with communications
- Administer bulk mail communications including thank you letters, invitations, and solicitations

**Requirements**

- 3-5 years' experience in an administrative role
- Advanced knowledge of Microsoft Office Suite
- An associate's degree in Business or related field preferred