



**Job Title: Center for Healthy Communities Program Coordinator**

**Location: Richmond, Virginia**

**Position Type: Full-time**

**Salary Range: \$48,000 – \$52,000**

**About the Virginia Poverty Law Center (VPLC) and the Center for Healthy Communities**

Virginia Poverty Law Center (VPLC) is a statewide nonprofit dedicated to breaking down systemic barriers that keep low-income Virginians in poverty through advocacy, education, and litigation. Since 1978, VPLC has worked alongside legal aid programs, community organizations, and private attorneys to expand access to justice and essential services.

The Center for Healthy Communities at VPLC works to ensure that critical programs, such as Medicaid, Medicare, FAMIS, SNAP, and other public benefits, reach and adequately support the people who need them most. Our work includes:

- Coordinating the Enroll Virginia assister network
- Providing training and technical assistance to legal aid and community partners
- Operating the Senior Legal Helpline
- Advancing policy and advocacy efforts at the Virginia General Assembly

**About the Position**

VPLC seeks a highly organized and collaborative Program Coordinator to support the full portfolio of the Center for Healthy Communities. This role is central to ensuring smooth operations across multiple programs and teams.

The Program Coordinator will work closely with Center leadership, including the Enroll Virginia Director, Advocacy Director, and Senior Helpline staff, to coordinate projects, manage internal systems, and support statewide initiatives. This is an ideal role for someone who thrives in a mission-driven environment, enjoys managing multiple priorities, and is comfortable using project management and data tools.

**Job Responsibilities**

- Provide cross-program administrative and coordination support for Enroll Virginia, training initiatives, the Senior Legal Helpline, and policy advocacy work
- Support planning and execution of meetings, trainings, convenings, and outreach events
- Maintain and update project management systems (e.g., Airtable, Asana, Microsoft Teams) to track tasks, timelines, and deliverables

- Help standardize workflows and improve coordination across programs
- Manage shared calendars, including events, trainings, and key deadlines
- Coordinate scheduling for meetings and events
- Liaise with VPLC administrative and finance staff on budgeting, purchasing, and logistics

## **Qualifications**

### ***Required***

- At least 1 year of experience in administrative, program coordination, or similar roles
- Strong organizational skills and ability to manage multiple projects simultaneously
- Excellent written and verbal communication skills
- High attention to detail and strong time management skills
- Ability to work collaboratively in a diverse, team-oriented environment
- Proficiency in Microsoft Office (Excel, Word, PowerPoint)
- Willingness to travel occasionally within Virginia

### ***Preferred***

- Experience with project management or data tools such as Airtable, Asana, and/or Microsoft Teams
- Experience supporting multiple programs or teams simultaneously
- Experience working with legal services, public benefits programs, or community-based organizations
- Experience with coalition-building or stakeholder coordination
- Demonstrated commitment to serving low-income communities

**A Note to Potential Candidates:** Studies have shown that women, trans, non-binary folks, and BIPOC are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description. We are committed to building a diverse and inclusive organization, and strongly encourage you to apply, even if you don't believe you meet every one of the qualifications described. People with lived experience with Medicaid, SNAP, TANF, and/or other public benefits are also strongly encouraged to apply.

## **Salary and Benefits**

The salary for this position ranges from \$48,000 - \$52,000 annually. Placement within the salary range will be based on factors such as relevant experience, budget, and internal equity.

We offer an outstanding benefit package which includes:

- Generous paid time off every year.
- 90% employer paid health, dental, and vision insurance, for employees and 80% employer paid for their families.
- 403(b) retirement plan with 6% employer contribution (no required match).
- Potentially eligible for student loan repayment assistance.
- Strong commitment to professional development.

- Financial assistance with relocation to work in our Richmond office.

**To apply:**

To apply, please email your cover letter and resume to [hiring@vplc.org](mailto: hiring@vplc.org). In your cover letter, please share briefly what draws you to VPLC's mission and public benefits work.

**Submission deadline:**

Applications will be accepted on a rolling basis until the position is filled; however, priority review will begin on **June 22, 2026**.

*The Virginia Poverty Law Center provides equal employment opportunities to all applicants and employees and strictly prohibits any type of harassment or discrimination in regard to race, religion, age, color, sex, disability status, national origin, genetics, sexual orientation, protected veteran status, gender expression, gender identity, or any other characteristic protected under federal, state, and/or local laws.*