



Championing a dynamic community that celebrates all of us

Formerly the Richmond Gay
Community Foundation and the Gay
Community Center of Richmond

DIVERSITY
RICHMOND

804-622-4646
1407 Sherwood Avenue
Richmond, VA 23220
DiversityRichmond.org

Position: Administrative Coordinator (Part-Time)
Reports to: Executive Director
Location: Diversity Richmond
Richmond, Virginia

ORGANIZATION

Diversity Richmond is a nonprofit organization serving the LGBTQ+ community of Central Virginia since 1999. Our mission is to be a catalyst, a voice, a place and a resource that enriches and champions our diverse community. We serve as a community hub connecting with people and partners through programs, advocacy and safe space to make Central Virginia more welcoming and inclusive. Our programs help people in crisis, lift up diverse voices and give back through grantmaking. We produce the annual Pridefest that brings thousands of people together and we operate the only non-profit LGBTQ+ art gallery in the south. Our facility and event space is used for recovery groups, community meetings, parties and community celebrations. Our work is supported by the community through Diversity Thrift, Richmond's favorite thrift store.

JOB SUMMARY

Diversity Richmond is seeking a part-time Administrative Coordinator to join the Center Staff. The Administrative Coordinator will be responsible for providing admin support to the Center Staff team in key areas. This position is ideal for a self-starter who is able to manage multiple priorities and work in a collaborative team environment.

The position reports to the Executive Director and works closely with the Center Staff team. The position plays a key role offering admin support as part of a team that works collaboratively.

PRIMARY RESPONSIBILITIES

- Update and maintain volunteer database
- Coordinate volunteer engagement activities
- Update and maintain donor database
- Assist with donor development activities
- Work with accounting team to process invoices, make payments, and track receipts
- Support staff on special projects as needed
- Prepare various types of correspondence
- Inventory and order office supplies
- Light office management duties as needed

QUALIFICATIONS & EXPERIENCE

- Previous experience as an administrative professional
- Hands-on experience with MS Word, MS Excel and Google workspace
- Experience with database management

- Highly organized and able to create an organized and easy-to-follow system for others
- Ability to handle multiple tasks and duties simultaneously
- Independently motivated, with the ability to take on tasks and duties without immediate direction
- Strong organizational skills to coordinate the actions of multiple parties
- Outstanding written and oral communication
- A knack for problem-solving
- A team player with leadership skills
- High School diploma or GED plus 2 years of administrative experience preferred

LOCATION & SCHEDULE

- Diversity Richmond is a hybrid work organization. Center Staff are in the office a majority of the time.
- This is a part-time, hourly position that offers semi-flexible scheduling with some remote work available.
- Ability to maintain a flexible schedule including occasional evenings/weekends is required.

COMPENSATION

- Part-time, non-exempt, 20-25 hours per week
- Hourly Rate: \$21/hr
- Paid time off and holidays
- Annual professional development opportunities

HOW TO APPLY

Qualified candidates can apply for this position by submitting a resume, cover letter, and salary expectations by email to jobs@diversityrichmond.org. Please include the name of the position you are applying for in the email subject line. No phone calls, please.

This job profile in no way states or implies that these are the only duties to be performed by the job holder. The holder of this position will be required to follow any other instructions or perform other duties as requested by their supervisor. This is not meant to be an exhaustive list of job duties. Essential elements may change if and when necessary.

It is the policy of Diversity Richmond to provide equal employment opportunity to all employees and applicants without regard to race, color, religion, sex, age, national origin, height, weight, marital status, sexual orientation, gender identity/expression, HIV/AIDS status, political affiliation, veteran status, familial status, disability status, or a Vietnam-era or special disabled veteran, or other legally protected status in accordance with state or federal law. The policy applies to recruitment, hiring, training, promotion, transfer, compensation, benefits, and all other aspects of employment.

At Diversity Richmond we believe that diversity is a strength, and that services for LGBTQ+ people need to be relevant and responsive to the needs of those most marginalized in our communities. Therefore, we strongly encourage applications from people with marginalized identities. Diversity Richmond conducts background checks on all job candidates upon acceptance of a contingent offer and may use a third-party administrator to conduct background checks