

Virginia Poverty Law Center (VPLC)

Job Announcement: Enroll Virginia Program Coordinator

About VPLC and Enroll Virginia

Since 1978, the Virginia Poverty Law Center has engaged in litigation, education, and lobbying to obtain justice for low-income Virginians and break down the systems that keep people in poverty.

Enroll Virginia is a program of the Virginia Poverty Law Center (VPLC) that was established in 2013 as a community-based effort to educate Virginians about their health coverage options and provide free, unbiased application and enrollment assistance throughout the Commonwealth. Health Insurance is complicated, and thousands of Virginians and small businesses rely on Enroll Virginia to understand their health coverage options and apply for financial assistance. Since the launch of the program, ENROLL Virginia has helped more than 150,000 Virginians.

About the Position

The Program Coordinator plays an important role in helping Enroll Virginia leadership coordinate a team of 23 navigators located at more than 20 offices throughout Virginia. The Program Coordinator reports directly to the Director of Enroll Virginia and is responsible for oversight and coordination of administrative matters relating to the day-to-day activities of Enroll Virginia.

Enroll Virginia Program Coordinator Responsibilities

We seek a highly motivated self-starter to contribute to our statewide team. This position will work closely with the Enroll Virginia Director, the Enroll Virginia Outreach Coordinator, and the Senior Health Policy Analyst.

Responsibilities include:

- Provide administrative support to the Enroll Virginia Director, the Enroll Virginia Outreach Coordinator, and the Senior Health Policy Analyst, as needed.
- Serve as a point of contact for remote Enroll Virginia staff located throughout Virginia.
- Create, examine, and manipulate Excel spreadsheets.
- Track and maintain records of annual training and registration requirements for Enroll Virginia staff.
- Coordinate and schedule meetings as requested.
- Maintain Enroll Virginia event calendar.

- Work with Enroll Virginia Outreach Coordinator and staff to coordinate large events.
- Coordinate the ordering and delivery of new materials and supplies to Enroll Virginia offices.
- Liaison between the Enroll Virginia staff and VPLC Office and Finance manager.

Qualifications

- Experience with administrative assistance and/or bookkeeping.
- Strong time management skills and the ability to work on multiple projects at a time.
- Ability to work in a diverse workplace setting.
- Demonstrated strong oral and written communication skills, ability to express ideas clearly and succinctly.
- Highly organized with attention to detail.
- Willingness to travel throughout the state on a limited basis
- Proficiency with Microsoft Excel, Word, and PowerPoint.
- Minimum of one-year related work experience, or equivalent, providing administrative support.

Salary will be commensurate with experience (range \$35-\$48k), benefits included. The position is a 12-month grant funded position with the potential for renewal. It is based in Richmond, Virginia.

Send cover letter and resume to jobs@enroll-virginia.com by October 21, 2022