Updated 8/6/25

Position Title: Administrative Director
Reports To: Executive Board, United Ministries of Westmoreland County
Schedule: Up to 20 hours per week
Compensation: $22.00/hour
Contact Email: marklawrence@vaumc.org

About UMWC:

United Ministries of Westmoreland County (UMWC) is a collaborative network of churches and community partners dedicated to helping individuals and families in crisis across Westmoreland County. Our mission focuses on addressing two critical areas of need—housing and healthcare—by offering both direct assistance and referrals delivered with compassion, dignity, and respect.

Position Overview:

The Administrative Director serves as the primary point of contact for individuals seeking support from UMWC. This role oversees client intake, manages volunteers, and ensures administrative functions are completed accurately and professionally. The Director may occasionally assist with donor recognition and support community engagement and partnerships.

Key Responsibilities:

- Conduct client intake interviews and assess needs
- Maintain confidentiality and accurate, detailed client records
- Connect clients to internal programs and external community resources
- Track and follow up on referrals to ensure timely support
- Manage organizational communications (email, phone, mail)
- Organize and maintain digital and physical files
- Prepare and submit routine reports to the Executive Board
- Process assistance requests and maintain required documentation
- Coordinate with volunteers as needed, delegating tasks and requesting support for administrative or program activities
- Maintain a log of received donations for accurate tracking and recognition
- Other duties as assigned

Qualifications:

- Valid driver's license and reliable transportation for client appointments and meetings
- Strong interpersonal and communication skills, both verbal and written
- Ability to maintain confidentiality and handle sensitive information with discretion
- Highly organized and detail-oriented with strong time management skills

- Proficiency in standard office software and tools, including word processing, spreadsheets, email platforms, and cloud-based collaboration applications (e.g., Microsoft Office, Google Workspace, OneDrive)
- Ability to use virtual meeting platforms (e.g., Zoom)
- Bilingual candidates are strongly encouraged to apply
- Experience in human services, nonprofit, or faith-based settings preferred (including paid or volunteer roles)
- Demonstrated compassion and commitment to supporting individuals and families facing hardship