



## Women Giving Back Hub Coordinator

Verbal and written fluency in English, Spanish required  
Job Description

<b>Reports to:</b>	Program Director
<b>Compensation:</b>	Full-Time (Exempt) \$45-55K, 40 hours/week including some evening and weekend special events and meetings
<b>Location:</b>	In person, onsite - 20 Export Drive, Sterling, VA 20164
<b>Benefits:</b>	Health, dental, vision and life insurance   Paid time off (PTO)   Paid & floating holidays   401(k) w/ a company match   Flexible work schedule   Professional Development Opportunities

### Organization Overview

Women Giving Back (WGB) is a non-profit organization that provides local women and children living in poverty and/or emerging out of homelessness, with quality clothing, and other necessities that they need. WGB operates a dedicated boutique, diaper pantry and warehouse facility in Sterling, Virginia where women can shop in a dignified environment, free of charge, through referrals from human service providers and community partners and assisted by caring volunteers.

### Position Overview

The Hub Coordinator (HC) supports the daily operations and growth of our Community Training Hub, a welcoming space that expands access to essential knowledge, skills, and resources. The Hub empowers individuals and help build healthier, more stable communities through accessible, community-driven programming.

This role focuses on building strong community relationships and engaging participants to ensure programming reflects local strengths and needs. The Coordinator supports outreach, promotion, registration, volunteers, and overall program logistics to ensure a welcoming and well-run space. Working closely with the Program Director, the Hub Coordinator tracks participation, gathers feedback, and monitors measurable outcomes to evaluate impact and strengthen community engagement. This position is ideal for someone who is relationship-driven, organized, and passionate about grassroots nonprofit work.

### Essential Functions

- Build and maintain relationships with community members, partner organizations, cultural groups, and subject-matter experts to support relevant Hub programming.
- Onboard new referral partners and effectively communicate WGB's program, client services, the referral/request process, and other resources available to them.
- Plan, schedule, and support delivery of workshops and low-barrier programs in collaboration with partners.
- Conduct outreach as directed to engage potential new referral partners or re-engage dormant referral partners to grow our network of partnerships and achieve programmatic goals.
- Promote WGB's client services by delivering presentations, attending, and participating in partner meetings and events.
- Assist in the planning, coordination, and implementation of trainings and open house events for referral partners.
- Provide excellent customer service to all WGB stakeholders, including clients, referral partners, volunteers, and community members.
- Collect, track, and maintain accurate referral partner contacts, program data, notes, and documentation and prepare timely client outcome reports.
- Assist in seeking out partner and client feedback through satisfaction surveys and follow-ups.

- Assist in reporting of program activities and outcomes for newsletters and annual reports by gathering and submitting testimonials and photos while maintaining client confidentiality.
- Complete other duties as assigned by the Program Director to deliver overall services and meet goals.

### **Qualifications**

- A degree in related field preferred; or equivalent combination of education and experience.
- Must have professional working experience in the nonprofit field providing direct client services with compassion to diverse and vulnerable populations.
- Maintains confidentiality, discretion and professionalism.
- Verbal and written fluency in English, Spanish required.
- Commitment to diversity and accessibility, including sensitivity to the needs of volunteers and clients from diverse cultural and economic background and those with differing abilities.
- Strong sense of humor; our work is hard, yet rewarding. Laughing together is essential.
- Availability and flexibility to work weekday evenings and weekends for accessible client shopping shifts and events.
- Intermediate to advanced proficiency in Microsoft Office and the ability to master use of databases, CRM, and other web-based tools.

**PHYSICAL DEMANDS OF THIS POSITION:** Must be able to constantly sit, walk, bend, twist, climb, reach above shoulders, kneel, and squat. Must be able to lift and carry a minimum of 50 pounds on a frequent basis. Must be able to see, talk, and hear to exchange accurate information with internal and external individuals. Must be able to work in a warehouse/retail environment.

**TO APPLY:** Send a thoughtful cover letter and resume to [career@womengivingback.org](mailto:career@womengivingback.org) with "Hub Coordinator" in the subject line. No phone calls, walk-ins, or social media inquiries. If your application is selected, you will be contacted for an interview.

Women Giving Back is an Equal Opportunity Employer and is committed to fostering diversity within its staff that is representative of the communities we serve. Applications from individuals having diverse backgrounds and life experiences are strongly encouraged to apply. We seek candidates who will contribute to diverse, equitable, and inclusive environments for our clients, volunteers, and staff. We are open to the possibility that a great candidate for this job may not precisely meet all the above criteria; if you believe you are the right person for the job and can persuasively make that case, we encourage you to apply