



Position: **Administrative Assistant**
Classification: **Full time, salaried, non-remote**

Plaugher and Associates is a small non-profit management and government relations firm in Richmond that specializes in transportation/local government organizations. Our primary clients are the Virginia Transit Association and Virginians for High Speed Rail.

We are seeking an energetic and motivated professional for our Administrative Assistant role. The Administrative Assistant supports the overall organization and is responsible for performing high-level administrative duties during our day-to-day operations to keep our non-profit partners operating efficiently. The ideal candidate should be a detail-oriented, flexible, self-starter who can perform complex administrative work within established practices and procedures in a non-profit environment.

This position is **not remote (or hybrid)**. It is based out of our Richmond office. Position will be required to travel and occasionally stay overnight.

General Tasks:

- Provide administrative support to maintain the proper operation of the office
- Handle the day-to-day administrative office duties (answering phones/data entry/copying, etc.)
- Manage the internal and external collection and distribution of mail
- Maintain an inventory of all office supplies, equipment, and relevant documents
- Assist in planning, coordinating, and scheduling events and programs
- Make travel arrangements for staff/guests as needed
- Maintain digital and physical files and records systems including all relevant databases
- Assist with preparation of agenda packets for our organization's leadership meetings and draft meeting minutes following our leadership meetings
- Track event registrations, organizational memberships, and contributions
- Coordinate quarterly fundraising appeals and annual membership renewals
- Track and maintain monthly deposit and expense folders
- Assist with preparing all relevant files for quarterly financial reconciliation and annual audit
- Help edit and proofread outward-facing documents
- Support maintenance of VHSR's and VTA's websites
- Help create event relevant documents (signs, programs, schedules, etc.)

Disclaimer: The listed tasks are a generalization of what can be anticipated on a day-to-day basis, team member would be expected to assist with other tasks that might be assigned by the CEO and client boards beyond that scope as needed.

Required Qualifications:

- Associate or bachelor's degree with one year experience in a nonprofit environment
- Very detail oriented
- Passionate about learning about transportation policy

- Proficient with Microsoft Office products (Word, Excel, Power Point, Publisher)
- Experience with various content/event management systems and relevant social media platforms
- Ability to self-motivate with administrative and project management skills
- Exhibit strong oral and written communication skills
- Occasional travel will be required, and a valid driver's license is necessary

Compensation Package:

- Salary is **\$42,000-\$44,000** commensurate with experience
- QSERHA healthcare reimbursement stipend
- Transportation/parking stipend
- Simple IRA with 3% match
- Generous paid-time off and holiday package
- Flexible work schedule

The goal is to complete the hiring process by mid-July.

Plaugher and Associates LLC is an Equal Opportunity Employer.

How to apply: Candidates are asked to send their resume and cover email to Danny@plaugher.org with administrative assistant in the subject line.