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.