



NOW HIRING

Administrative Assistant

Reports to: Director of Operations and Fundraising

Position Status: Hourly, Part-Time, Average 20 hours per week

Compensation: Hourly Pay Range: \$18- 22/ per hour

Location: This position is based in Richmond, VA.

To apply: Submit your application through [this online form](#). The preferred application deadline is February 27th, 2025. The target start date is April 1st, 2025.

ABOUT VCN

Virginia Conservation Network (VCN) is the network of 175+ partner organizations across the Commonwealth committed to building a powerful, diverse, and highly coordinated conservation movement. VCN works on a wide range of issues, including advancing climate action, restoring the health of the Chesapeake Bay, creating access to parks, trails, and walkable/bikeable communities, ensuring environmental justice for all, and more.

The VCN team includes seven total staff throughout the state. Each staff member works both independently and as part of the team. As a staff, we prioritize meeting up throughout the year for in-person planning meetings, an annual retreat, and other outdoor outings. During the General Assembly, VCN's Richmond office serves as a hub for VCN Partners and the greater environmental community.

VCN is committed to building a more equitable and diverse organization and Network. VCN's staff collaborates to update and implement an annual diversity, equity, inclusion, and justice work plan. You can learn more about our work on DEIJ at <https://vcnva.org/deij-commitment>.

POSITION SUMMARY

VCN's Administrative Assistant is a vital member of the VCN staff who will work closely with the Director of Operations and Fundraising to support the everyday operations of our organization, including data tracking, bookkeeping, office management, and other staff support.

DETAILS

This position is part-time, hourly, and based in Richmond, Virginia. The Administrative Assistant reports to VCN's Director of Operations and Fundraising. The expected work hours for this position are during VCN's standard office hours, Monday through Friday, between 8 am and 6 pm, but will be flexible based on the set schedule between the employee and supervisor. The

position may require working outside the typical business days/hours a few times a year. This position includes travel throughout the state, on average, 2-3 days a year for VCN events and retreats.

We are proud to be an equal opportunity employer. Virginia Conservation Network's policy considers all candidates equally regardless of age, race, gender, religion, sexual orientation, national origin, disability, or other non-merit factors.

ESSENTIAL FUNCTIONS

Bookkeeping and Compliance

- Depositing and tracking all incoming checks and online payments, paying monthly bills, and creating/ tracking/ processing invoices.
- Tracking all income and expenses via Quickbooks Online and reconciling monthly books.

Office Management

- Serving as a point of contact for office vendors including utilities, copier rental, building maintenance, etc.
- Tracking conference room usage and preparing the space for VCN staff, Board, and Partner meetings.
- VCN receives many calls and email requests to our general phone line and email box. This position will assist in ensuring all calls are responded to in a timely manner.
- VCN sends regular hard-copy updates to partners, legislators, and donors. This position is responsible for preparing and shipping these large-scale mailings throughout the year. This requires the ability to lift and move boxes up to 50 lbs.

Basic Data Management

- VCN uses GlueUp and Google Groups to manage a robust set of contacts, from VCN Partners and legislators to donors. This position will work with the staff at VCN to manage these contacts and their subscribed listservs.
- VCN Staff, Board members, and Partners utilize Google Drive to store and collaborate on all documents, records, and other content. This position will work with the VCN team to ensure all records are stored in an organized and effective manner.

Other Duties as Assigned

- VCN is a small team, and everyone takes on tasks as needed to ensure we're providing the best support for our partners and making the most significant impact for conservation in Virginia.
- In addition, the Administrative Assistant will work with the rest of the VCN team toward our shared organizational goals around diversity, equity, inclusion, and justice.

QUALIFICATIONS

- Candidates must be highly detail-oriented, able to create and maintain systems and have a proven track record of basic bookkeeping.
- 2+ years of experience working with data management or CRM systems. Candidates should be interested in and able to learn new software systems quickly.
- Experience with Zoom, GSuite, CRM systems, and Quickbooks is a plus. While experience with these systems is not a requirement, candidates should show the ability to learn new software systems quickly.
- Candidates must be able to work with a team as well as individually.
- Preference for candidates who are passionate about environmental protection and have a drive to fulfill the organization's [mission](#) of strengthening the environmental community in Virginia.
- Diversity of experience, skills, and passion is key to innovation and a culture of excellence. If you meet more than 75% of the qualifications of this description and are excited about the role, we support your application and encourage you to apply.

COMPENSATION & BENEFITS

The hourly pay range for this position is \$18-23/hr based on relevant experience. VCN offers competitive pay and a benefits package that includes:

- Paid time off every year: 80 hours of vacation, 20 hours of sick and wellness days for physical and mental health, and 56 paid holiday hours.
- Two Hundred Forty (240) hours of paid family leave for the birth/ adoption of a child or a serious illness, health condition, or death of a spouse, domestic partner, or child. (eligible after six months of working for VCN.)
- Commuter benefit of up to \$75/month, which can be used towards a reimbursement towards driving, daily parking, and/or green commuter credits for walking, biking, or bussing into the office.
- \$25 monthly cell phone reimbursement

In addition, staff are invited to participate in an annual staff retreat to a different scenic region of the state each year.

TO APPLY

This position will remain posted until the job is filled. The preferred application deadline is February 27th, 2025. The target start date is April 1st, 2025.

Please apply via [this form](#). Applications submitted via other methods (email, LinkedIn, etc) will not be considered.