Position Description: VCN Administrative Assistant

The Virginia Conservation Network (VCN) seeks a part-time administrative assistant. This person will serve a key role within VCN to help execute the logistics of our annual events, monthly workgroup calls and legislative committee. In addition, this person will be responsible for processing monthly income and expenses. The ideal candidate is detail oriented, a self-starter and committed to our mission of working to strengthen Virginia's conservation voice.

About VCN:

Founded as the Conservation Council of Virginia in 1969, VCN began as a roundtable of major conservation groups and has grown to include over 100 Network Partners across the Commonwealth and a full-time staff of five. VCN is committed to building a powerful, diverse and highly-coordinated conservation movement focused on protecting our Commonwealth's natural resources today and for tomorrow.

Playing a unique role in Virginia's conservation community, VCN helps the community speak with one coordinated voice. VCN is a facilitator of strategic action, a resource for partners statewide and a constant conservation presence in Virginia's Capitol. The organization and its staff are focused on strengthening the conservation community as a whole and winning environmental victories that benefit all Virginians.

VCN brings together the Commonwealth's conservation community by:

1) Coordinating the Common Agenda process and the publishing and distribution of "Our Common Agenda" briefing book, helping Network Partners and advocates communicate with decision makers prior to each General Assembly session.
2) Hosting annual events that educate Virginians on environmental issues and training them how to be effective advocates for Virginia's environment. Annually, VCN coordinates with Partners and hosts the Virginia Environmental Assembly, the Legislative Preview and Conservation Lobby Day.
3) Serving as the Virginia state affiliate of the National Wildlife Federation.
4) Serving as an information hub for both Network Partners and for state elected officials.

Critically important is VCN's work on a day to day basis to increase partner and citizen participation in policy discussions by coordinating issue-specific workgroups across the full range of environmental interests. Additionally, VCN helps to coordinate actions directed at educating state lawmakers and officials.

VCN's network of partners work on a wide range of issues from stream restoration to transportation reform to renewable energy advancement to stopping mountaintop removal to promoting sustainable community growth and more. Given the work of its Partners, VCN's main program areas fall into three categories: Healthy Rivers, Clean Energy, and Green Communities.

About the Position:

VCN's Administrative Assistant is a key member of the VCN staff who will work closely with the Executive Director and other members of the team to setup and execute flawless administrative systems to ensure our program and communications staff can best engage Network Partners statewide and further strengthen the Commonwealth's conservation voice.

The Administrative Assistant is responsible for:

- Event Planning & Logistics – VCN hosts three large public events annually including the Environmental Assembly, the VA Legislative Preview, and Conservation Lobby Day. The administrative assistant will work with our communications director and planning committees on the logistics of the event including, but not limited to managing the location and catering contracts; and, managing registration including collecting payments; prepping name tags and event folders; and ensuring smooth, day-of logistics.
- Workgroup Logistics & Note Taking – VCN hosts monthly workgroup for issue advocates and experts. The administrative assistant will work to ensure the logistics of these meetings are setup (including conference line setup, calendar reminders, etc.), take detailed notes during the call to share with member of the meeting that cannot attend, and prep the weekly legislative committee grid during the General Assembly.
- Basic Bookkeeping & Expense Tracking – VCN has dues paying partners; individual donors and event income. The administrative assistant will help the Executive Director manage income by prepping invoices for partners, tracking online and check payments, and prepping thank you notes for individual donations.
- Contact Management - VCN has a robust set of contacts from partners to legislators to volunteer activists. The administrative assistant will work with the staff at VCN to manage the list of contacts as changes are made.
- Phone and General Email Requests – VCN receives lots of calls and email requests to our general phone lines and email box from partners and volunteer advocates. The administrative assistant will ensure calls are responded to in a timely manner by answering the phones, listening to messages and ensuring the correct staff person gets the message.
- 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 biggest impact we can for conservation in Virginia.

Qualifications:

VCN is looking for candidates with a proven track record of event planning, bookkeeping and / or contact management. Candidate must be extremely detail oriented and able to create and maintain systems. Must be proficient in working with Microsoft Excel and be able to type 75 words per minute. Candidates must be able to work with a team as well as individually. Additionally, candidates who apply must have a strong commitment to environmental protection and a drive to fulfill the organization's mission.

Location:

This position is located in Richmond, Virginia. Must be able to work from the office at least 3 days a week. This job will require some travel statewide for events.

Compensation:

Nonprofit hourly pay commensurate with experience.

Hours:

20-25 hours per week. Hours are flexible. Will mainly take place Mon – Fri during typical business hours. Although some work outside of a typical business day is expected during events and busy seasons.

To Apply:

Submit the following application components to admin@vcnva.org or to VCN Executive Director, 409 East Main Street, Suite 201, Richmond VA 23219:

1. Cover Letter (including salary requirement)
2. Resume (including three professional references)

Deadline:

Position is open until filled.

It is the policy of Virginia Conservation Network to consider all candidates equally without regard to age, race, gender, religion, sexual orientation, national origin, disability or other non-merit factors.