

## ABOUT US

Virginia Interfaith Power & Light (VAIPL) envisions overcoming the climate crisis, eradicating environmental and social injustices, and living in a just, thriving, and equitable world. VAIPL, a nonpartisan organization, collaborates among people of faith and conscience to grow healthy communities by advancing climate and environmental justice. The VAIPL office is in Richmond, VA, but our campaigns and outreach encompass the Commonwealth of Virginia.

VAIPL seeks an energetic, creative, and experienced professional for our **Administrative Assistant** position. The Administrative Assistant is a support role, responsible for performing high-level administrative duties designed to assist the Executive Director in the coordination and execution of the internal work of the organization. The ideal candidate is self-motivated, flexible, problem-solver, professional, and capable of managing their competing priorities in a non-profit environment. Applicants with a fundamental understanding of social justice and faith communities are preferred.

This position is not a remote (or hybrid work). The role will primarily work out of the Richmond office. **Applicants must be willing to work some weekends and evenings and travel overnight occasionally.**

## RESPONSIBILITIES

### Administration

- Provides administrative support to ensure efficient operation of the office
- Track the Executive Director's calendar and assist with scheduling meetings, events, and appointments as necessary
- Exhibits polite and professional communication style (face-to-face, phone, e-mail, and mail)
- Carries out administrative duties such as answering phones, typing, copying, binding, scanning, and other related tasks
- Collect and sort mail from the US post office box.
- Ensure the operation of office equipment by handling preventative maintenance, scheduling repairs, and keeping good records of receipts, warranties, etc.
- Order and maintain office supplies and keep good records of receipts
- Assist in planning, coordinating, and scheduling on-site or off-site events, including fundraising
- Make travel arrangements for staff and guests as needed

### Records Systems

- Assist in maintaining digital and physical files and records systems
- Organize and update the databases to keep them current
- Maintain hardcopy and electronic filing system
- Set up and track event registrations
- Keep track of form requests (i.e., Invoices, Bills, Mileage Reimbursement, Equipment Requests)

### Communications Support

- Support the Communications team, including editing and proofreading documents
- Coordinate language translation (Spanish) for media output
- Track and coordinate incoming requests for VAIPL speakers and workshops



Position: **Administrative Assistant**  
Classification: **Part time, Salaried, Non-Remote**  
Reports to: **Executive Director**

### **Fundraising Support**

- Coordinate the mailing of spring and end-of-the-year fundraising appeals
- Update, prepare, and send donor thank you letters via email and USPS at specified frequency

### **Marketing Support**

- Assist the Communications team in maintaining the VAIPL website
- Occasionally create or modify promotional materials (Canva)

### **EDUCATION/EXPERIENCE REQUIREMENTS**

- Associate or Bachelor's degree in Business Administration OR Five or more years of administrative assistant experience
- Knowledge of appropriate software including MS Office or Google Suite, Canva (or other design software), Adobe Acrobat, QuickBooks
- Valid driver's license and current automobile insurance or proof of reliable transportation is required

### **REQUIRED/PREFERRED KNOWLEDGE, SKILLS AND ABILITIES**

Effective Communication (verbal and written)	Organized	Creative Problem-Solving
Excellent Writing Skills	Google Workspace (aka Suite)	Process Management
Resourcefulness	Time Management	Critical Thinking
Website Hosting/Maintenance	Collaborative	Honest
Calendar Management (Google)	Zoom and Google Meet	Event Planning
Proactive	Quickbooks/Data Entry	Detail Oriented

### **LIMITATIONS AND DISCLAIMER**

The above job description describes the general nature and level of work expected and is not an exhaustive list of all responsibilities, duties, and skills required. The team member may be required to perform VAIPL-related duties beyond the scope of their everyday responsibilities, as needed.

### **COMPENSATION AND BENEFITS**

The hourly compensation for this position is \$18-22, depending on experience. The position is part-time (average of 17 - 20 hours a week) and dependent on continued grant funding.

### **EVALUATION**

Performance will be evaluated based on this job description, annual goals, objectives, and other criteria deemed relevant by position responsibilities and/or job market standards.



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## **HIRING STATEMENT**

Virginia Interfaith Power & Light is committed to attracting, developing, and retaining exceptional people and creating a work environment that is dynamic, rewarding, and enables each team member to realize their potential. VAIPL's work environment is open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by federal or state law.

## **TO APPLY**

Please send a cover letter, three professional references, and a resume to [fharris@vaip.org](mailto:fharris@vaip.org) with "Administrative Assistant" in the subject line and share with us where you heard about the position.