

Administrative Assistant
Virginia Energy Efficiency Council

Job Summary:

The Virginia Energy Efficiency Council (VAEEC) is seeking a highly-organized Administrative Assistant, to provide overall administrative and operational support to our Executive Director and staff. As a key staff member, the Administrative Assistant must be highly organized, detail-oriented, flexible, and have the ability to work both independently and as a team. This is a newly created position.

This is a 15-20 hour/ week position with flexible scheduling and the ability to work some hours remotely. The Administrative Assistant will be required to come into the office at least two days per week. This position reports directly to the Executive Director.

This is an ideal opportunity for a parent with school-aged children, a graduate student, or a semi-retired professional who is seeking gratifying work that can fit around other personal or professional responsibilities.

About the Virginia Energy Efficiency Council (VAEEC):

Founded in 2012, VAEEC is a 501c3 organization headquartered in Richmond, Virginia whose goal is to facilitate discussions and share resources to advance energy efficiency throughout the Commonwealth. We engage our members to identify barriers to and opportunities for energy efficiency advancement. Our diverse group of 100+ members, including Fortune 500 companies, nonprofits, local governments, state agencies, and more, have a shared vision for energy efficiency to be an integral part of Virginia's economy.

This is an exciting time to be a part of our team as we enter our next phase of organizational growth. We are currently a small but mighty team that is passionate about our work and supportive of one another. We are looking for candidates who match this energy. This role will have a direct and lasting impact on VAEEC's future.

Essential Duties and Responsibilities:

- Bookkeeping duties include monthly reconciliation, sending membership renewals, paying vendors, making bank deposits, and preparing financial reports
- Maintaining and updating membership information in Customer Relationship Management (CRM) software
- Providing support to the executive director by scheduling meetings and phone calls, managing expense reporting, and handling email correspondence and other tasks as needed
- Providing event support to our events director during the planning and execution of our two biannual events and other small events as needed
- Providing support to staff on various projects/tasks as needed
- Providing support to the board of directors, by scheduling quarterly meetings, handling logistics, distributing board materials, and managing technology and notetaking during meetings
- General administrative duties include checking for mail, monitoring the general email account, maintaining electronic filing systems, submitting insurance and annual registration forms, and ordering office and event supplies as needed
- Other responsibilities as assigned by the Executive Director

Knowledge, Skills, and Abilities:

- Knowledge of accounting fundamentals and QuickBooks software
- Effective and professional verbal and written communication skills with the ability to interact with a variety of people at all levels within the organization (e.g., members, staff, Board members)

- Excellent customer service skills, including the ability to proactively address where help is needed
- Ability to meet deadlines and produce reports on a timely basis without oversight
- Ability to handle multiple tasks, projects, and priorities effectively and professionally
- Detail-oriented with strong organizational skills and ability to problem-solve
- Ability to work both independently and collaboratively with a team
- Must be flexible and open to changing priorities and needs

Minimum Qualifications:

Candidates meet the minimum qualifications as detailed below:

- Two- or four-year degree in finance, accounting, or a related field from an accredited college or university
- Three years or more of experience in an administrative, bookkeeping, or related position required; experience in a nonprofit setting preferred
- OR an equivalent combination of certification, education, and experience sufficient to successfully perform the essential duties of the job
- Proficiency in either Microsoft products (e.g. Word, Excel, PowerPoint) or Google products (e.g. Documents, Sheets, Slides) is required
- Proficiency in QuickBooks online software is required
- Tech-savvy with an understanding of CRM database software, Google Calendar, MailChimp, and/or social media apps preferred
- Required commute into the office at least twice a week
- Occasional travel within Richmond and surrounding areas is required

Additionally, candidates who apply must have a passion for advancing clean energy, fighting climate change, and/or seeking equitable solutions to these challenges.

Compensation and Benefits

The salary range is \$20-\$23/ hour for 15-20 hours/ week with a potential increase of hours after Q1 2024.

The VAEEC has a competitive benefits package, which includes a flexible schedule with hybrid working options, paid holidays, paid time off, health insurance, retirement, and parking.

Application process:

To apply, answer [this questionnaire](#) and upload your resume. No cover letter is required. Please no emails or calls. Applications will be accepted on a rolling basis until the position is filled with applications submitted before December 8, 2023, given priority. The target start date is early January 2024.

Because this position manages finances for the organization, a background check will be performed as part of the hiring process.

Virginia Energy Efficiency Council is an equal opportunity employer. All candidates are considered equally without regard to age, race, gender, sexual orientation, national origin, disability, or other non-merit factors.

We strive to create an inclusive and equitable workplace. If you meet 75% or more of these qualifications, then we invite you to apply.

For more information about the VAEEC, visit our website www.vaeec.org.