



Administrative Assistant

Lynnhaven River NOW is the leading environmental non-profit organization in Virginia Beach and is dedicated to substantially improving water quality in all our waterways and protecting our natural areas. To reach this goal, we are working

- (1) to identify and reduce sources of pollution including nutrients, sediment, bacteria, toxins, and marine debris in our waterways;
- (2) to educate and engage the community and partner organizations in restoring and protecting our waterways and natural areas; and
- (3) to restore vital habitats such as wetlands, living shorelines, native plants, oyster reefs, our tree canopy, forests, and riparian buffers that filter polluted runoff, reduce flooding, improve water quality, and protect wildlife.

We are a dynamic organization meeting the needs of the Virginia Beach community. This is the right place for you if you desire to work with a dedicated and committed team, learn new things, and make a positive difference in your community.

Administrative Assistant's Responsibilities include:

Assist the Executive Director as needed, including but not limited to

- Taking minutes at quarterly Board of Directors meetings.
- Logistics for board and committee meetings.
- Scheduling
- Collecting and compiling staff notes prior to monthly staff meetings.

Manage Office Operations

- Respond to office phone calls and our office@LRNow.org email address.
- Assist office visitors.
- Order office supplies when needed.
- Coordinate office support services.
- Assist staff with technical questions and issues.
- Manage LRNow merchandise and handle merchandise sales.

Assist the Executive Director and the Development Director with Fundraising

- Manage the Network for Good database.
- Enter new accounts into the database.
- Produce thank you letters for donations.
- Support effective cultivation initiatives for current and prospective donors.
- Assist with other tasks as needed.

Coordinate the logistics of our annual Oyster Roast Fundraising Event:

- Obtain needed permits.
- Coordinate with event location.
- Coordinate operations with all vendors.
- Determine volunteer and staffing needs for the event.
- Manage the silent auction online presentation and community access.
- Attend planning meetings and assist with other tasks as needed.

LRNow Teamwork

- Meet weekly with the Communications Team.
- Work collaboratively and respectfully with all LRNow staff.
- Attend monthly staff meetings and other staff training. Provide a short-written report prior to each monthly staff meeting.
- Assist with other tasks as assigned.

Desired Skills include:

- Excellent communication skills, written and spoken.
- Administrative work experience, ideally with a non-profit organization but not required.
- Event planning and coordination experience.
- Experience with Canva, Adobe, Constituent Relationship Management (CRM) and Microsoft software.
- Ability to work collaboratively with partners and fellow staff.
- Excellent organizational skills.
- Desire to work with a dynamic organization in a key role.
- Interest in environmental issues.

Application process:

This is a full-time position with a starting salary of \$44,000. LRNow offers a benefit package including a health savings account, 401(K), generous paid leave and comp time, professional development opportunities, mileage reimbursement, and a clothing stipend.

Please send a cover letter and resume to Karen Forget at Karen@LRNow.org. Any questions can be sent to Karen@LRNow.org or 757-962-5398.

Applications are due by February 15, 2025, but we will continue to accept applications until the position is filled.