



EMPLOYMENT OPPORTUNITY Office Manager

Lynnhaven River NOW (LRNow) 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 lost habitats such as oyster reefs, wetlands, living shorelines, native plants, forests, and riparian buffers that filter polluted runoff, improve water quality and protect marine life.

We concentrate our efforts on public education and outreach, resource restoration, and working with our elected officials and other non-profit organizations to foster partnerships that bring additional resources to the challenge of reducing pollution and restoring vital natural habitat in Virginia Beach.

LRNow is seeking an Office Manager to manage office operations. Responsibilities of the position include the following.

Primary Responsibilities Include:

Manage Office Operations:

- Manage and maintain all LRNow facilities – Holland Road office, Brock Center office and storage, Witchduck Storage.
- Assist with logistics for board and committee meetings.
- Schedule use of the Conference Rooms.
- Work with the Brock Center to schedule the use of their meeting rooms for LRNow events/meetings.
- Collect the mail from the Brock Center office weekly
- Collect and compile staff notes prior to monthly staff meetings.
- Respond to office phone calls and our office@LRNow.org email address.
- Assist office visitors.
- Order office supplies when needed.
- Coordinate office support services – cleaning, lawn services, and other repairs and services as needed.
- Assist staff with technical questions and issues regarding their computers, AV, and other office equipment.
- Manage LRNow merchandise and handle merchandise sales. Prepare merchandise for events.
- Maintain the two office copiers.
- Keep the shed and the storage closets neat and organized.

- Do the annual inventory each spring.
- Maintain the Break Room and keep it supplied.

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.
- Work with the Communications Manager to manage the auction online presentation and community access.
- Attend planning meetings and assist with other tasks as needed.

LRNow Teamwork:

- As a representative of LRNow in the community, we treat all community members with respect and dignity.
- 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.

Preferred candidates will have:

- Bachelor's degree
- Office and/or administrative experience.
- An interest in environmental restoration and preservation
- Excellent organizational skills
- Desire to work with a dynamic team.
- Good communication skills, written and spoken.

Application process:

LRNow offers a benefit package including a health savings account, 401(K), paid leave and vacation, 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 June 29, 2026, but may be extended to find the right candidate.