



## Clean Virginia

### Job Announcement: Temporary Part-Time Operations Manager

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**Clean Virginia is an independent and bipartisan advocacy organization with an associated Political Action Committee that wants Virginians to pay fair prices for clean, renewable energy and believes that a more ethical and transparent state government is key to achieving that goal.** The Clean Virginia team is motivated by a vision of Virginia in which power is distributed more equitably so that all Virginians benefit from a government and energy system that prioritizes people and the planet over corporate monopoly profit.

Clean Virginia is working towards this vision in three ways:

1. Work with a broad movement to engage the public about the harmful impacts of corruption in Virginia and organize communities to promote good governance and energy reform.
2. Engage in innovative research to advance the next generation of energy policy in Virginia.
3. Support Delegates, State Senators, and candidates for Virginia's General Assembly and Executive Branch who share a principled stance of refusing contributions from publicly regulated utility monopolies through Clean Virginia Fund, Clean Virginia's Political Action Committee.

This position is located in Charlottesville.

**About Us:** We are a small team of dedicated people headquartered in Charlottesville, Virginia. We are a highly collaborative staff, and we lean on the collective experience, knowledge, and skills of our team and cultivate interpersonal trust and open communication. Clean Virginia believes a staff that reflects the Commonwealth's diversity is central to our organizational goals of advancing clean governance and an equitable clean energy transition in Virginia. We are committed to 1) building an inclusive team at Clean Virginia in which diversity is deeply appreciated for its ability to strengthen teams, 2) fostering a welcoming work environment in which everyone feels safe, respected, and valued, and 3) offering equitable employment policies and benefits.

**Application Instructions:** Please submit a resume, cover letter, and three references with subject "Operations Manager" to [info@cleanvirginia.org](mailto:info@cleanvirginia.org) by Monday, May 9th. We will not contact references until later in the hiring process, and not without your permission.

*Clean Virginia is committed to a just, representative, and inclusive working environment and encourages people of color, women, persons with disabilities, and persons who are LGBTQ to apply.*

#### Job description

##### Operations Manager

The Operations Manager is responsible for the full range of accounting, budgetary and administrative tasks in support of Clean Virginia's mission of clean energy and clean governance. This position will work closely with the entire Clean Virginia team, and reports directly to Clean Virginia's Executive Director. This is a temporary part-time position covering a current employee's parental leave (May - August; 12 weeks + 2-3 weeks training) that is based in Charlottesville, VA, requiring 20 hours per week with the possibility of a flexible schedule.

#### Duties and responsibilities

- Perform accounting services: payments of invoices, financial reporting, budget and expenditure tracking, and all necessary compliance filings for both Clean Virginia (non-profit 501(c)4 organization) and Clean Virginia Fund (Political Action Committee);
- Interface with human resources (HR) consultant on all administrative HR matters, including maintenance/verification of payroll, health insurance and 401(k) benefits; respond to employee issues on same;



- Managing PAC reporting, including liaising with compliance firm on report filing;
- Manage administrative issues at Clean Virginia's office, including interfacing with property management company, cleaning service, and maintain stocks of supplies and equipment;
- Schedule meetings for Clean Virginia staff, interfacing with legislative staff and others; conduct notetaking for meetings when requested;
- Maintain all paper and digital files for Clean Virginia as well as Clean Virginia Fund's administrative and tax records, filings with the State Corporation Commission, IRS, State Board of Elections and other regulatory agencies;
- Monitor incoming communications (telephone and e-mail) to Clean Virginia's general phone and email accounts.
- Other duties as assigned.

### **Compensation/benefits**

Clean Virginia offers a competitive compensation of \$36/hour based on relevant experience.