

# CLEAN VIRGINIA

## Clean Virginia

### Job Posting: Administrative Specialist

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#### About Us

Clean Virginia is an independent and bipartisan advocacy organization with an associated political action committee. We are working towards a Virginia where clean, affordable and reliable energy is accessible to all, and where elected officials are accountable to the communities they serve. We believe in a government where the public interest has the biggest voice in our policy process and political system—not special interests or corporate monopoly utilities. Learn more at [www.cleanvirginia.org](http://www.cleanvirginia.org).

Clean Virginia believes a staff that reflects the Commonwealth's diversity is central to our organizational goals. 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.

Clean Virginia is headquartered in Charlottesville, Virginia.

#### Job Description

##### Administrative Specialist

Clean Virginia is seeking a detail-oriented, proactive Administrative Specialist. The Administrative Specialist is the organization's backbone for office operations, technology coordination and administrative support. The ideal candidate is highly organized, tech-savvy and comfortable balancing independent work with collaborative problem solving in a dynamic environment.

This full time position will be based in Charlottesville. Our full team currently meets twice weekly in our Charlottesville office. Our in-person office time is subject to change if needed in order to meet our mission. The ideal candidate for this role will be available to be present in the Charlottesville office on all weekdays.

The ideal candidate can start in March 2026.

#### Duties and responsibilities

##### Office & Facilities Management

- Manage day-to-day operations of the Charlottesville office, ensuring a well-functioning and welcoming workspace.
- Oversee annual setup and operations of the temporary Richmond office during the Virginia General Assembly session (December–April), including leases, utilities, equipment, and staff needs.

- Coordinate facilities vendors and service providers; manage leases, supply orders, repairs, and mail systems.
- Maintain inventory of office equipment and supplies across locations.

## **Technology Coordination & Support**

- Serve as point of contact for all internal technology systems, coordinating with vendors and IT consultants.
- Maintain hardware and software systems; manage user accounts, devices and troubleshooting.
- Support smooth digital operations for staff in offices and remote settings.

## **Administrative & Financial Coordination**

- Support operations team and external bookkeeper in Clean Virginia's financial operations, including assisting with payroll processing, expense reimbursements, organizational programmatic budgeting and actuals, and vendor payments.
- Manage organizational inboxes and incoming communications; triage inquiries as appropriate.
- Maintain internal systems for recordkeeping, file organization and compliance.

## **General Operations Support**

- Assist the operations team with delegated tasks and special projects.
- Provide administrative support for organization-wide meetings, retreats and events.
- Develop and maintain internal administrative policies and procedures in coordination with the operations team.
- Support onboarding and offboarding processes for staff.
- Ensure Clean Virginia's strategic imperative of equity, justice, and inclusion is included in all efforts.
- Perform other duties as assigned.

## **Physical & Mental Requirements**

- Able to sit in a stationary position for long periods of time.
- The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Able to constantly operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Occasionally ascends/descends stairs to access additional areas of the office environment.
- The ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- The ability to observe details at close range (within a few feet of the observer).
- Frequently moves boxes weighing up to 20 pounds across the office for various needs.

## **Qualifications**

- Commitment to Clean Virginia's mission and values.
- Excellent written and verbal communication skills.
- Strong organizational skills and attention to detail.

- Able to manage multiple priorities.
- Must be based in or willing to relocate to Charlottesville, VA.
- 3+ years of relevant experience in office management, administration or operations.
- Familiarity with bookkeeping, payroll systems and vendor management systems — experience with QuickBooks, Divvy and Bill.com preferred.
- Comfort and skill with technology — experience with Google Workspace, Slack, Salesforce and IT troubleshooting preferred.
- Experience managing facilities, leases and vendors preferred.

**Application Instructions:** Please submit a resume, cover letter and three references by filling out [this form](#). We will not contact references until later in the hiring process, and not without your permission. Applications will be reviewed until January 30th, 11:59 PM EST, with screening interviews to follow soon after. Please direct any questions to [hiring@cleanvirginia.org](mailto:hiring@cleanvirginia.org).

*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.*

## Compensation/Benefits

Clean Virginia offers a highly competitive salary and benefits package which includes:

- A salary range of \$80,000 to \$100,000 based on relevant experience.
- Employer contribution of 90% of monthly premium cost for UnitedHealthcare Choice Plus Direct plan (Platinum level), including dental and vision coverage.
- Life insurance coverage.
- 401(k): Employer match of up to 5% of salary following 60 days of employment.
- Four weeks (160 hours) paid vacation per year; two weeks (80 hours) paid sick leave per year; twelve weeks (480 hours) paid parental leave, of which a minimum of eight may be taken consecutively, with an additional four taken either consecutively or at a later date to be determined in coordination with the employee's supervisor;
- Paid Virginia state holidays;
- Strong commitment to professional development, including an allotted \$2000 annual budget for each staff member.
- \$75 monthly personal device reimbursement.
- \$3000 technology allotment for purchase of computer and related hardware.
- A demonstrated respect for work/life balance, in light of the increased workload at particular times of the year.