Volunteer Administrative Assistant

**Needed** - One volunteer to assist with administrative tasks at the Rivanna River Basin Commission (RRBC) office in Charlottesville, Virginia, on a weekly basis. Must have basic knowledge of Microsoft Excel, Word, and Windows. The volunteer will assist RRBC staff with basic administrative tasks, facilitating office operations, and supporting regular public meetings of the Commission and its Technical Advisory Committee. This is an excellent opportunity to contribute to the only public watershed organization that advises local, state, and federal governments on ways to protect and conserve natural resources in the Rivanna River watershed.

**Timeframe** – Ideally, this volunteer will commit 5-10 hours per week for 3+ months.

**Duties**-
- Maintain contact lists and other Excel spreadsheets
- Update grant and financial records
- Assist with research and meeting preparation
- Filing monthly accounting paperwork
- Annual archiving of information
- Completing mail merge documents and envelope preparation
- Researching purchasing needs
- Photocopying, scanning, faxing, and data entry

**Location:** RRBC office at 706 Forest Street, Suite G, Charlottesville, VA 22903

For further information, or to apply, please contact Nicola McGoff, Program Coordinator at:

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