



Blue Ridge PRISM

Partnership for Regional Invasive Species Management

PO Box 119 White Hall Virginia 22987 | www.blueridgeprism.org

Position Description: Administrative Specialist

Blue Ridge Partnership for Regional Invasive Species Management (PRISM) is a 501(c)(3) public charity. Blue Ridge PRISM partners with federal/state/local government agencies, nonprofit organizations, and individuals and communities to manage invasive plants over a nearly 3.5 million-acre area of public and private land in the northern Blue Ridge Mountains of Virginia.

Reporting to the Executive Director, the Administrative Specialist will support key areas of PRISM internal operations and programs including fundraising and public education. The Administrative Specialist works closely with the Executive Director and the Director of Communications and Outreach on a variety of tasks including but not limited to processing donor contributions, organizing PRISM meetings, helping to coordinate PRISM educational events, managing incoming PRISM communications (phone and email) and assisting with outreach communications to PRISM's audience.

This position is part-time, exempt position based on 20 hours per week. The work will be done remotely (PRISM does not have a central office) and high-speed internet connectivity is a must. A successful candidate must reside within PRISM's 12-county service area with strong preference given to candidates living in the Charlottesville, Virginia area. Occasional local travel will be necessary to facilitate in-person meetings with partners and or to attend key PRISM business meetings. Access to reliable transportation is required and travel expenses will be reimbursed. Salary will be \$20,000 per year, (pro-rated based on a \$40,000 full-time annual salary). Benefits package includes SIMPLE IRA retirement, upon eligibility.

Key Responsibilities

- Support PRISM's fundraising by processing contributions and generating monthly reports using the Bloomerang donor management platform.

- Assist the Executive Director and the Director of Communications by providing logistical and scheduling support for PRISM partner meetings and outreach events including volunteer workdays, online events, and PRISM Workshops
- Maintain various PRISM databases and electronic filing systems to ensure accurate records and reporting. Generate reports as needed.
- Manage incoming PRISM communications including answering incoming phone calls and managing PRISM's primary email account. Triage incoming email messages and direct inquires to appropriate staff as required.
- Assist in preparing public communications such as PRISM's Quarterly Newsletter and social media posts. Monitor social media communications as needed.

Qualifications

- Associate's degree, or two-year technical certificate and 1-2 years of related experience or an equivalent combination of education and experience
- Interest in preserving Virginia's natural landscapes. The ideal candidate will have an interest in Virginia's native plants and concern about threats posed by invasive plants.
- Excellent interpersonal skills and a demonstrated ability to effectively engage a diversity of audiences and people in a professional manner
- Excellent writing and verbal communication skills to effectively communicate with PRISM staff, volunteers, partners, donors, and the general public
- Proactive and highly motivated with demonstrated ability to work with minimal supervision
- Apt attention to detail, organization, long-term planning, time management, and follow through on commitments
- Proficiency in MS Office software. The ideal candidate will have also experience in Bloomerang (or other donor management platforms), Google Workspace, Wordpress, EventBrite, and Zoom.

How to Apply

Please submit your resume with cover letter outlining your qualifications and two professional references to beth@blueridgeprism.org. Please use the subject line, Administrative Assistant. No phone calls please. This position will remain open until filled.