



Administrative Assistant

The Commonwealth Institute seeks a dynamic and experienced Administrative Assistant to support the organization and the President & CEO in our fast-paced, value-based, collaborative environment.

Who We Are

The Commonwealth Institute for Fiscal Analysis (TCI) advances racial and economic justice in Virginia by advocating for public policies that are designed in partnership with people most impacted, and shaped by credible, accessible fiscal and policy research. TCI's vision is that, in the coming years, people of color and people with low incomes have used their power to build new, inclusive systems of justice and opportunity in Virginia.

TCI respects, values, and celebrates the attributes, characteristics, and perspectives that make each person unique. Bringing diverse individuals together allows TCI and allies to collectively and more effectively address the issues that face Virginia communities. TCI further recognizes that we live and work in a society that is structured by racism and white privilege, both of which adversely impact communities of color. It is one of TCI's core values that its organizational culture, staff, partners, strategies, and investments advance racial justice within and beyond the organization.

Throughout its 15 year history, TCI has amassed an impressive record of achievements, including being a central player in the successful efforts to connect people with low incomes to health care through Medicaid expansion, boost the minimum wage, protect and strengthen the state Earned Income Tax Credit, expand immigrant rights, improve Virginia's K-12 education funding system, reform costly tax breaks, and reform policies that lead to the criminalization of poverty in the state.

What you'll do:

Serve as the Executive Assistant to TCI's President & CEO (Owner) (45%): Provide comprehensive administrative support to the President & CEO, including:

- Assist with scheduling meetings for the President & CEO, and triaging incoming requests to ensure top priorities are met first
- Perform clerical and administrative tasks, including drafting letters, memos, reports, and other documents
- Assist with preparation for meetings, including composing agendas, assembling preparatory materials, taking notes, recording minutes, and occasionally attending meetings on behalf of the President & CEO
- Perform additional duties as assigned including special projects that may require research or problem-solving

Assist with development & accounting tasks (Helper) (15%): Work with the SVP for Program and Operations and other finance and development staff to:

- Schedule grant proposal meetings
- Update and manage grant tracking tools
- Upload grant documents to online file system
- Generate requested reports, such as donation reports
- Draft thank you letters to donors and assist with mailings
- Assist with monetary deposits, invoices and receipts

Play an integral role in office management (Helper) (15%): Work with the SVP for Program and Operations to ensure that the office space is functional and that everyone has what they need to do their jobs well. This responsibility includes:

- Coordinating with the office management company regarding problems and needs
- Establishing systems to coordinate use of office space for staff
- Receiving and distributing mail
- Monitoring and ordering office supplies and maintaining office equipment, as needed

Support the organization's human resources processes (Helper) (10%): Provide administrative support to the SVP for Program and Operations in supporting employees throughout an inclusive and equitable employee life-cycle, from hiring and onboarding to offboarding and other transitions.

Assist with Board and Community Council relations (Helper) (10%): Work with the Leadership Team to support and manage activities related to the Board of Directors and Community Council, including:

- Arranging logistics for Board and committee meetings
- Supporting new members during the onboarding process
- Making sure all members have the resources they need to effectively participate and perform their Board or Council functions

Provide support to the TCI Leadership Team (Helper) (5%): provide assistance to TCI's Leadership Team as needed including scheduling meetings and logistical support for events such as the annual Policy Summit.

What we're looking for:

- Excellent written and verbal communication skills and the ability to interact positively with all levels within the organization including board members, donors, community partners and peers
- Highly organized, and able to efficiently prioritize a large workload of tasks
- The ability to thrive in a deadline-driven environment
- A focus on outcomes, able to give and receive constructive criticism in the pursuit of an ever-stronger organization
- A passion for improving the lives of people in Virginia with low incomes and communities of color, tempered by the understanding that policy progress rarely happens overnight and takes collaboration
- Commitment to social, economic, and racial justice

There are opportunities for growth within TCI, but a minimum 2 year commitment to this role is preferred.

Logistics

Compensation: Starting salary is \$42,000 - \$45,000 annually, depending on experience. TCI also provides generous benefits including comprehensive health care, dental, and vision coverage; generous vacation leave; and a retirement plan with organizational matching contributions.

We also support and provide opportunities for professional development and growth.

Bargaining Unit Status: This position is within a collective bargaining unit represented by a recognized staff union, TCI United (NPEU), and specific terms and conditions of employment may be subject to a future Collective Bargaining Agreement.

Manager: President & CEO

Location: Prior to the pandemic, TCI staff primarily worked in our office in downtown Richmond, VA, including all times the Virginia legislature was in session. We have not yet determined remote work policies for after our office reopens in Fall 2021.

Travel: Occasional travel may be required in-and out-of-state.

To Apply: Send cover letter and resume in PDF or Word format to ashley+hiring@thecommonwealthinstitute.org. No phone calls or other email inquiries please.

Timing: Position open until filled.

The Commonwealth Institute for Fiscal Analysis is a 501(c)(3) non-profit organization. We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

The MOCHA Framework

MANAGER | Assigns responsibility and holds the owner accountable. Makes suggestions, asks hard questions, reviews progress, serves as a resource, and intervenes if the work is off-track.

OWNER | Has overall responsibility for the success or failure of the project. Ensures that all the work gets done (directly or with helpers) and that others are involved appropriately. There should only be one owner.

CONSULTED | Should be asked for input or needs to be brought into the project.

HELPER | Assists with or does some of the work.

APPROVER | Signs off on decisions before they're final. May be the manager, though might also be the President & CEO, external partner, or board chair.

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