



## **Rappahannock-Rapidan Regional Commission**

**Job Title:** Planning Assistant  
**Reports to:** Executive Director  
**FLSA Status:** Exempt, Salary  
**Hiring Range:** \$32,000 to \$36,000

The Planning Assistant is a support position with the Commission with primary responsibilities to assist in managing administrative functions within the Commission, collaborate with other team members in the coordination of the RRRC Commuter Services program, the Foothills Housing Network Central Entry program, and other Commission activities, as needed. The selected candidate will also be expected to assist the Executive Director and other staff with regard to office inquiries, meeting logistics, drafting of meeting minutes, and purchasing of office supplies and other services. The position is responsible for ensuring the smooth operation, maintenance and upkeep of Commission-owned office space and non-computer workstation capital equipment.

Selection criteria for this position consist of increasingly responsible and applicable administrative support and office experience including event planning, purchasing, communications and public relations, and other essential program functions.

**Essential Responsibilities** include the following, together with other projects and duties as assigned.

### *Administrative Support*

- Performs reception functions, including answering telephones, greeting customers and visitors
- Schedules and plans Commission meetings and events, including taking minutes at Regional Commission meetings and other committee meetings, as needed
- Assists Executive Director with regard to office inquiries and meeting logistics
- Assists Executive Director and other staff members with communications and public relations, including but not limited to press releases, social media, media contacts, meeting announcements, development of Annual Reports and other Commission publications, including tourism marketing activities
- Oversees timely and cost-efficient ordering of needed supplies and services, and monitoring, maintenance and upkeep of Commission-owned office space

### *Rideshare*

- Serves as a point of contact for commuters, employers, and other interested stakeholders for the Regional Commission's Commuter Services program
- Responds to telephone and email inquiries for rideshare and/or transportation assistance
- Promotes, coordinates and implements a variety of transportation demand management (TDM)/rideshare-related programs and services
- Meets with area employers; prepares and conducts rideshare workshops and presentations in coordination with other agency staff
- Coordinates and participates in commuter services events within and outside the Regional Commission's service area with other agency staff

### *Housing*

- Serves in a support role to the Foothills Housing Network Central Entry program, to include communicating via telephone with potential FHN clients who are already homeless or are facing imminent homelessness. These activities may include:
  - Determining eligibility for FHN programs;
  - Administering assessments to determine most appropriate referrals and the relative risk level of homeless applicants;
  - Making referrals to rapid re-housing, prevention and emergency shelter programs, and other community resources;
  - Recording the nature and outcome of each call; and
  - Entering participant information into multiple client tracking systems

### **Education and Experience**

- Possession of minimum associate's degree from an accredited secondary institution, or applicable equivalent work experience
- Minimum of two years administrative support, meeting/event planning, social media/marketing, or program coordination experience required

### **Knowledge, Skills and Abilities**

- Experience in office administration, desktop publishing, marketing, social media integration, and meeting/event planning and coordination
- Familiarity with local government operations, planning and Transportation Demand Management (TDM) strategies, specifically ridesharing and vanpool coordination preferred
- Ability to communicate effectively with customers and co-workers, and provide high level of customer service to diverse audience
- Ability to work independently, and as a contributing member of the regional planning team, under deadline, and within established budget constraints
- Proficient in Microsoft Office software suite, and other software applications

### **Physical Conditions and Nature of Work Contacts**

Work is typically performed at the Commission offices located in the Town of Culpeper. However, position responsibilities may require periodic travel to the region's five counties and eight towns, and occasional out of area trips, requiring use of personal vehicle with mileage and travel reimbursement. Requires moderate physical effort including, but not limited to, computer operation, sitting, speaking, writing, listening, operating a motor vehicle, and lifting up to 25 pounds.