



## **Rappahannock-Rapidan Regional Commission**

**Job Title:** Office Manager/Rideshare Coordinator

**Reports to:** Executive Director

**Hiring Range:** \$33,000 - \$37,000

**FLSA Status:** Non-Exempt, Salary

The Rappahannock-Rapidan Regional Commission is seeking applicants for a full-time Office Manager/Rideshare Coordinator. This is a coordinative position with the Commission whose primary responsibilities are to help schedule and plan events, collaborate with the RRRC Grants Administrator/Fiscal Officer in the coordination of the growing RRRC Commuter Services program, and assist the Executive Director with regard to office inquiries, meeting logistics, agency publications, and cost-effective purchasing of needed supplies, printing, 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 rideshare experience at the local and/or regional levels, 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*

- Schedules and plans Commission meetings and events
- Designs, publishes and prepares brochures, flyers, notices, news releases, advertisements, newsletters and other public information materials
- Oversees timely and cost-efficient ordering of needed supplies and services, and monitoring, maintenance and upkeep of Commission owned office space and non-computer workstation capital equipment
- Assists Executive Director with regard to office inquiries and meeting logistics
- Assists Executive Director 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

### *Rideshare*

- Serves as primary point of contact for commuters, employers, and other interested stakeholders for the Regional Commission's Commuter Services program
- 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
- Handles publicity, and coordinates and participates in commuter services events within and outside the Regional Commission's service area
- Prepares and maintains applicable reports and statistics
- Develops and implements strategies to increase commuter and employer use of TDM

### **Education and Experience**

- Possession of minimum bachelor's degree from an accredited secondary institution, or applicable equivalent work experience
- Minimum of two years administrative support, meeting/event planning, or rideshare coordinative experience required

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

- Expertise in office administration, desktop publishing and meeting/event planning and coordination
- Familiarity with local government operations, planning and Transportation Demand Management (TDM) strategies, specifically ridesharing and vanpool coordination
- 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 also require periodic travel to the region's five counties and eight towns, and occasional out of area trips. 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.

### **To Apply**

Send cover letter, resume, salary history, and 3 professional references to Rappahannock-Rapidan Regional Commission, 420 Southridge Parkway, Suite 106, Culpeper, VA 22701, or via email to [hr@rrregion.org](mailto:hr@rrregion.org).

Application review will begin December 22, 2016. **Position is open until filled; EOE**

Competitive benefits package, including Virginia Retirement System participation, Health/Dental

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The Rappahannock-Rapidan Regional Commission serves the counties of Culpeper, Fauquier, Madison, Orange, and Rappahannock, and the towns of Culpeper, Gordonsville, Madison, Orange, Remington, The Plains, Washington, and Warrenton. The 21-member RRRC board includes elected and appointed officials appointed by each member jurisdiction.

The Rappahannock-Rapidan Regional Commission facilitates a collaborative approach to regional cooperation, and serves as a convening forum for the interaction of appointed and elected local government officials, regional stakeholders and citizen members. The Regional Commission coordinates a broad range of regional planning activities – including multi-modal and human services transportation, environmental planning, homelessness and affordable housing coordination, regional tourism, agricultural, and economic development activities. The Rappahannock-Rapidan Regional Commission is located in Culpeper, VA, and can be found online at <http://www.rrregion.org/>.