



Job Posting #:	40FB008132026	Posting Type:	External
Job Title:	Departmental Assistant – Corporate Services	Grade/Classification:	105/Non-Exempt Hiring Range \$35.75 - \$41.56
Department:	Corporate Services	Location:	Fredericksburg, VA

Job Description

OVERVIEW

The Departmental Assistant will function as support to the Corporate Services departments, providing administrative, analytical, and secretarial support and assistance. Departments of Chief Financial Officer include Accounting & Internal Controls, Financial Planning & Treasury Services, Procurement, and Regulatory Affairs.

ROLE AND RESPONSIBILITIES

- Provide administrative support for the departmental budgets based on oversight and guidance from the departmental leaders.
- Monitor expenditures against yearly Board-approved budget
- Perform general office duties such as making appointments and scheduling meetings, processing mail, initiating and composing correspondence, drafting ContactMonkey announcements, collecting, compiling, and analyzing information and data, performing high-level calculations and analyses, researching issues and making administrative decisions, maintaining and updating office supplies, assisting in maintenance of department files, performing data entry, and maintaining and updating department informational databases
- Review, code, and summarize departmental billing invoices
- Review correspondence, reports, and other material for distribution
- Plan and coordinate travel, accommodations, and meeting arrangements as needed.
- Coordinate meeting logistics by managing audiovisual equipment in meeting rooms, recording meeting minutes, documenting action items, and tracking follow-up tasks
- Maintain and promote good member and public relations
- Act as a liaison between Corporate Services and other Cooperative departments, fostering effective communication, collaboration and coordination of cross-functional initiatives
- Support leadership by coordinating and managing department Board submission materials to ensure timely and accurate delivery for REC and affiliate Board meetings
- Manage the Cooperative's affiliate training and attestation tracking for Regulatory Affairs
- Perform other duties as assigned

QUALIFICATIONS AND EDUCATION REQUIREMENTS

The successful candidate must possess the ability to compose clear, concise, and accurate written communications and communicate effectively with individuals and small groups. Strong interpersonal and customer service skills are required, along with the ability to work effectively with individuals and groups both within and outside the organization.

The position requires excellent administrative, clerical, organizational, and computer skills, including proficiency in Microsoft Outlook, Word, Teams, Excel, and PowerPoint. The candidate must be comfortable operating standard office equipment and have the ability to accurately record and prepare meeting minutes.

A high degree of confidentiality, professionalism, and discretion is required. The successful candidate must be highly self-motivated and able to organize, plan, schedule, and coordinate work with little or no supervision. The individual must also work collaboratively with the team to proactively monitor departmental calendars, governance schedules, and regulatory and reporting deadlines to anticipate upcoming obligations and track progress.

A minimum of a two-year Associate degree or equivalent is required. Four years of relevant experience may be substituted for the educational requirement. A minimum of four years of progressively responsible and diverse work experience is also required. Additional college-level coursework or certifications related to the position are preferred, including coursework in paralegal studies or finance. Experience using Microsoft Teams to streamline processes and improve team organization is preferred, as is familiarity with artificial intelligence tools such as Microsoft Copilot and Facilitator.

A current Virginia Notary Public commission, or eligibility and willingness to obtain or renew one, is preferred. Previous experience working within a utility organization is also preferred.

WORKING CONDITIONS

Work is generally performed under normal office conditions; however, additional hours may be required from time to time based on business needs. Occasional travel to meetings, seminars, and conferences may be required, including overnight or long-distance travel. The position may also require work outside of regularly scheduled hours to provide support during major outages or other urgent business needs.

HOW TO APPLY

Applicants: Use our <https://www.myrec.coop/careers> to apply for the opportunity. Please indicate the Job Posting ID #40FB008132026

Internal Applicants: Interested parties should submit an internal application via the HR HUB OR resume via rechr@myrec.coop.

Deadline: Monday, August 24th, 2026 @ 5:00 PM EDT

**The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as a complete list of all responsibilities, duties, and skills required of personnel so classified.*