



**Board Support, CVTA  
Coordinator 2/Program Coordinator  
Hiring Range (\$/hour): \$17.00- \$25.75**

### **Position Announcement\***

PlanRVA is seeking applications from self-starters with strong organizational skills and experience with governing board, executive or corporate/nonprofit governance support. A successful candidate can manage a fast-paced schedule of board and committee meetings of the Central Virginia Transportation Authority. Responsibilities include management of the Authority's public notification process; assuring compliance with public body membership disclosures and recording attendance; supporting general records management and archiving; and member/stakeholder database management.

Additional responsibilities may include coordinating PlanRVA's compliance with the Freedom of Information Act and supporting the Executive Director who serves as FOIA Officer for all supported entities. The individual serving in this role will coordinate directly with and under supervision of the Director Transportation.

This position announcement is specific to the support needs for the newly established Central Virginia Transportation Authority (CVTA) and requires significant coordination with PlanRVA, local, state, and federal government staff; local and state appointed and elected officials and other regional leaders who serve on the governing boards and their support staff.

We are recruiting for this new position to meet current needs and expect the position to be in effect through the end of the current fiscal year, or June 30, 2021, and may continue if our support services agreement is renewed beyond the current fiscal year. Part time inquiries are invited.

Interested persons should submit a completed application for employment (available for download on the PlanRVA website) along with a cover letter and resume to [HR@PlanRVA.org](mailto:HR@PlanRVA.org) with Attn: Martha Heeter in the Subject Line. References may be requested prior to scheduling an interview.

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\*All hiring decisions will be made pending approval from the Commission to fill the position.

\*\*Compensation is subject to negotiation and will be based on experience. The position is expected to be Part Time and Temporary with potential for renewal.