

Administrative Assistant

About NRPC: As one of nine regional planning commissions in New Hampshire, the Nashua Regional Planning Commission (NRPC) is a community-based public agency that provides a variety of land use, transportation, mapping, economic development, and environmental planning services to thirteen communities in the greater Nashua, NH area. The Commission fosters a work environment that is both personally and professionally fulfilling by encouraging continued professional development and healthy work/life balance.

About the Position: The Nashua Regional Planning Commission (NRPC) seeks a detail-oriented professional to perform administrative functions in support of NRPCs day-to-day operations as well as specific programs. The position involves communications (50%), office administration (40%), and special event management (10%) duties. Responsibilities include but are not limited to:

Administrative Support

- Answer phones, greet visitors, respond to emails
- Administer public meetings; including meeting notices, agenda packet preparation, attendance, and minute-taking
- Perform general administrative duties (i.e., mail, filing, format documents as needed)

Communications

- Maintain NRPC website
- Maintain agency social media
- Prepare and disseminate monthly e-newsletter
- Coordinating outreach to stakeholders to maintain productive communications
- Coordinate mass communications including email and/or postal mail as needed
- Support electronic survey and other digital engagement initiatives
- Manage the NRPC contacts database

Special Events

- Plan annual Forum event and dinner
- Coordinate in-person and virtual trainings, webinars, and project-specific events
- Prepare event materials including RSVP and attendance tracking, handouts, etc. as needed

This position is full-time with benefits with a pay range between \$20 and \$25/hour depending on qualifications and experience.

About You: The ideal candidate for this position has an associate or bachelor's degree in communications, business, or related field and at least two years of experience. Interpersonal skills and attention to detail are required. Strong writing skills and an eye for graphic design are preferred.

Proficiency with the following software is extremely advantageous to the position: Microsoft Office Suite including Outlook, Word, Powerpoint, and Publisher; website Content Management Systems (CMS); Customer Relationship Management (CRM) platforms; Constant Contact or equivalent email tools; Eventbrite or equivalent event management tools; Survey Monkey or equivalent survey tools; social media including Facebook, Twitter, LinkedIn, Youtube, and related publishing tools (e.g. Buffer).

To Apply Please submit a cover letter and resume via email to [Kate Lafond, katel@nashuarpc.org](mailto:katel@nashuarpc.org), Nashua Regional Planning Commission, 30 Temple Street, Suite 310, Nashua, NH 03060

This position will remain open until filled or the recruitment is cancelled.

The NRPC is an equal opportunity employer.