



IDA Russell County, VA

Industrial Development Authority of
Russell County, Virginia

Administrative Assistant — Independent Contractor

Position Type	Independent contractor (1099)
Hours	20–30 hours per week, variable by month based on project cycles
Compensation	\$22.00 per hour, paid on actual hours worked
Location	Mostly In-Office, with some opportunity for remote work
Reports To	Executive Director
Schedule	Set in coordination with the Executive Director

Position Summary

The Russell County Industrial Development Authority (IDA) is seeking a detail-oriented Administrative Assistant to provide contract administrative support to the Executive Director. This is a part-time, hourly contract position supporting day-to-day office operations, grants administration, records management, and limited correspondence for a small but active economic development office. Beyond core administrative duties, this role offers visibility into Russell County's economic development work — active projects, grant programs, and community partnerships — with room to grow into greater involvement over time for the right person. The role suits someone who is organized, tactful, comfortable with public-sector documentation requirements, and able to work independently with limited daily supervision.

Key Responsibilities

- Organize and maintain IDA's official records, including grant files, reports, resolutions, contracts and leases, in an organized physical and digital filing system.
- Support building out an internal dashboard to help understand impact and opportunity of the IDA.
- Draft, proofread, and format correspondence, reports, and public-facing documents for the Executive Director's review.
- Support project tracking, grant compliance documentation, grant reporting and grant application writing.
- Coordinate and track repairs and maintenance for IDA-owned properties.
- Support addressing tenant concerns and requests, maintaining clear records of maintenance and receipts.
- Respond to general inquiries and interest that come in through the IDA office.
- Maintain office supplies, equipment, and vendor coordination for the IDA office and its properties when needed.

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- Support preparation of materials for board reports, community-facing updates, and presentation when needed.
- Attend locality-related and regional meetings on behalf of the IDA when needed.
- Perform other administrative duties as assigned by the Executive Director.

Qualifications

- Prior administrative, office management, or executive support experience required; experience with a local government, authority, or nonprofit board preferred.
- Strong written and verbal communication skills, with careful attention to grammar, formatting, and detail.
- Proficiency in Microsoft Office (Word, Excel, Outlook) and comfort learning new software tools.
- Ability to handle confidential and sensitive information, including personnel, financial, and legal matters, with discretion.
- Familiarity with FOIA requirements and public meeting procedures is a plus.
- Self-motivated and able to manage time effectively as an independent contractor with variable weekly hours.
- High school diploma or equivalent required; associate's degree or higher in business administration or a related field preferred.
- Must be able to pass a background check.

To Apply

Interested candidates should submit a resume and a brief cover letter describing relevant experience to the Executive Director at laura@russellcountyida.org. Applications will be reviewed on a rolling basis until the position is filled.

The Russell County Industrial Development Authority is an equal opportunity engager of contract personnel and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other status protected by applicable law.

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