



Office Administrative Assistant Williston

POSITION SUMMARY

The Office Administrative Assistant provides support to all programs at Vermont Family Network to ensure the day-to-day administrative functions are carried out and met. The Office Administrative Assistant is a part of the administrative support team and works closely with the Director of Operations and Planning and the Office Manager.

QUALIFICATIONS

- Experience working in an office or an administrative support position, preferably in a nonprofit organization
- Strong communication skills
- Well organized with strong attention to detail
- Ability to prioritize a variety of projects, be flexible, and follow tasks through to completion
- Willingness to develop new skills and be a team player

PRINCIPAL DUTIES

- Answer telephone and direct calls to appropriate staff as needed and maintain phone tree, messaging, and voicemails
- Perform intake process with families calling VFN seeking information and support from Family Support Consultants
- Enter information from families into Salesforce
- Manage info@vtfn.org email as needed
- Provides direct support as needed to the Development Team so that they can carry out their primary roles and responsibilities
- Compile/type minutes for monthly staff, board, and other designated meetings

- Coordinate board functions and responsibilities, maintain and update board records and information, manage communication with board members
- Provide back-up to the Office Assistants with processing and distributing incoming mail
- Prepare labels and postage for outgoing mail
- Assemble information packets and other resources for dissemination
- Maintain storage areas
- Maintain supplies and orders as needed
- Maintain front desk procedures manual to ensure consistent performance of routines
- Maintain paper and electronic grant files
- Ensure Family Support publications contain current contact and resource information and coordinate copying/replenishing
- Enter program data into computer records and compile data for program reports
- Convert word documents to PDF format for fact sheet dissemination
- Attend monthly VFN staff meetings

SUPERVISION

Reports to Director of Operations and Planning

APPOINTMENT

1 FTE, 37.5hours/week, 12 months/year, non-exempt

Salary Grade

Starting hourly rate between \$19.00 - \$21.00

Diversity, equity, and inclusion are key values within Vermont Family Network. We are committed to building and sustaining an inclusive, equitable working environment for all our staff. We believe every member of our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design, and deliver solutions that are in alignment with our mission, vision, and values.