



VERMONT RIVER CONSERVANCY

Job Title: Administrative Assistant

Supervisor: Development Director

Compensation: \$44,674 - \$50,377 (depending on experience)

Classification: .75 - 1.0 FTE; Exempt

Work Location: The position will be based out of VRC's office in downtown Montpelier, VT, with some opportunity to also work remotely.

About Vermont River Conservancy (VRC)

Vermont River Conservancy is a vibrant and growing team of staff, board members, volunteers, and donors, all working together to protect special lands along Vermont's waterways.

Back in 1995, central Vermont volunteers founded VRC when they saw that more and more "no trespassing signs" were cutting communities off from their beloved rivers. Addressing this challenge head-on, VRC protects public access to popular swimming holes, fishing and boating accesses, gorges, and waterfalls, ultimately improving the lives of people who rely on Vermont rivers for recreation, hunting, and angling. Today, with more than a quarter century of experience protecting Vermont rivers, VRC continues its commitment to public access work while adding new conservation programs to address climate change by conserving and restoring floodplains and river corridors, and working with community leaders statewide to re envision individual towns' and cities' relationship to local rivers.

Summary of Position

The Administrative Assistant will oversee the daily operations of Vermont River Conservancy. They will build and maintain the physical and digital systems that are critical to all aspects of our work, supporting conservation and development staff to protect land along waterways. They will work closely with conservation staff to coordinate contractors, maintain files, and support communications to landowners. They will also play a key role supporting development and communications efforts by supporting print and digital communications, as well as community outreach.

The work will be based out of VRC's office in Montpelier, VT, with very occasional travel statewide for staff, board, or community outreach activities.

This is a "people person" role for someone who's excited to be part of VRC's dynamic staff and a first point of contact for the public, yet also has high attention to detail to oversee a range of tasks. The ideal candidate will have experience with Microsoft Office, Google Workspace, Quickbooks, and database management – although VRC recognizes that many qualified candidates may not have prior experience with *all* the skills, qualifications, and abilities included below. Candidates who feel they would thrive at VRC and who meet some portion of the criteria below are welcomed and encouraged to apply.

Major Duties and Responsibilities

The Administrative Assistant oversees the daily operations of VRC's office, and helps ensure the success of VRC's mission by providing administrative support of conservation, development, and communications efforts.

Office Management and Organizational Support

- Responsible for maintaining daily operations including opening mail, gift entry, digital and print filing systems, invoices and billing, and banking.
- Oversee organizational technology including maintenance of basic office infrastructure (internet, phone, app subscriptions, etc.), equipment purchases and inventories, and supporting staff with technology needs.
- Maintain systems for all staff timesheet and reimbursement processes.
- Support financial processes including gift entry and reconciliation.
- Help coordinate quarterly board meetings, compile agendas and minutes, and record policies and organizational documentation.
- Responsible for light maintenance of the office and ordering office supplies as needed.

Conservation Support

- Schedule contractors such as appraisers and surveyors, and ensure timely completion of work.
- Prepare and file documents prior to and after closing on easements or acquisitions.
- Provide support for landowner outreach including scheduling annual site visits, coordinating annual mailings, and occasional phone calls.

Development and Communications Support

- Serve as a first point of contact for donors and volunteers, answering phone and email inquiries and assisting donors as needed to make gifts, update their contact information, or get connected with the appropriate staff.
- Work within VRC's customer relations database, EveryAction, to manage data and generate reports.
- Provide support for communications with VRC networks including appeal mailings, e-newsletters, website updates, and social media posts.

Qualifications / Abilities

- Commitment to the mission of VRC.
- Ability to represent VRC in a clear and professional manner through excellent written and verbal communication.
- Working facility with Microsoft Office (Word, Excel), Google Workspace (docs, sheets, calendar), and Quickbooks.
- Experience with customer relations management (CRM) software.
- Commitment to diversity, equity, inclusion, and justice.
- Ability to work independently while still functioning as an integral member of a strong team.
- Ability to set priorities while managing a variety of tasks and deadlines.
- Strong attention to detail to ensure accurate documentation.

To Apply: Please send a cover letter and resume in .pdf format to: admin@vermontriverconservancy.org with subject line: "Application for Administrative Assistant." The position is open until filled. Vermont River Conservancy will begin reviewing applicants on October 17th.

*Vermont River Conservancy is an equal opportunity employer and welcomes a diverse pool of candidates in this search.
For more information about Vermont River Conservancy, visit www.vermontriverconservancy.org.*