



Vermont River Conservancy

*Protect and restore rivers
for people and wildlife*

Job Title: Administrative Assistant

Supervisor: Office Manager

Compensation: \$22-\$26/hour (approximately 10-15 hours/week, with a flexible schedule to meet candidate's needs)

Classification: Part-time hourly; Non-Exempt

Work Location: Montpelier, VT

Benefits: Paid time off includes major holidays, winter break December 24 - January 1, 7.5 days annual combined sick and vacation time; \$2,600/year health, retirement, and home office stipend; 2% contribution to a SIMPLE IRA retirement plan; \$200/year gear stipend; flexible schedules to meet work/life balance needs; occasional opportunities to work from home.

About Vermont River Conservancy (VRC)

Vermont River Conservancy is a vibrant team of staff, board members, volunteers, and supporters, all working together to achieve our mission: to protect and restore rivers for people and wildlife. We embrace a diverse workforce and foster an inclusive, collaborative work culture. Learn more about our work at vermontriverconservancy.org.

Vermont River Conservancy recognizes that to address community needs, we must include the voices of all identities within our community and beyond. We encourage historically marginalized people such as members of Indigenous communities, individuals of color, LGBTQIA+ individuals, and individuals with disabilities (both visible and non-visible) to apply. Your diversity in experience and identity will be valued and respected as a vital part of what will strengthen our staff.

Summary of Position

The Administrative Assistant will support the daily operations of Vermont River Conservancy with data entry, bill pay, gift entry, and other clerical administrative tasks. They will also offer support with retrieving documents during our annual financial audit.

This is a role for someone who's excited to be part of VRC's dynamic staff and has close attention to detail. The ideal candidate will have experience with Google Workspace, QuickBooks Online, 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.

This position reports to the Office Manager. By joining a small staff team, the Administrative Assistant will have the opportunity to work with and learn from Vermont River Conservancy's full team, gaining on-the-job experience, with particular insights into the administrative, financial, and behind-the-scenes operational aspects of land conservation.

Essential Functions

- Support daily operations including: opening mail; accounts payable and receivable; other light bookkeeping tasks; gift entry and donor contact management; and upkeeping digital and print filing systems
- Support document and data retrieval during annual financial audit
- Help with annual insurance renewal and updating insurance coverage as easements are added

Desired Qualifications:

- Clear verbal and written communication skills
- Working proficiency with Google Workspace (Docs, Sheets, Calendar, Drive), QuickBooks Online, and/or EveryAction (CRM) software
- The ability to learn, implement, and integrate new technologies with speed and ease
- Ability to work independently, problem-solve on the fly, and ask for help when needed
- Strong attention to detail
- Commitment to diversity, equity, inclusion, and justice, particularly as it relates to conservation
- Curiosity and an interest in the natural world

To Apply: Please send a cover letter and resume in PDF format to vrc@vermontriverconservancy.org with subject line: “Application for Administrative Assistant”. The position is open until filled, but Vermont River Conservancy will begin reviewing applications on November 13, 2026. Anticipated start date: January 19, 2027, with flexibility to meet candidate’s needs.

*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.*