Executive Assistant/Office Coordinator

The Vermont Arts Council, an independent nonprofit statewide organization based in Montpelier, seeks an experienced executive assistant and office coordinator.

About the Arts Council

Since 1965, the Council has been the state's primary provider of funding, advocacy, and information for the arts in Vermont. It is the only designated state arts agency in the U.S. that is also an independent nonprofit organization. The Arts Council board and staff envision a Vermont where all people have access to the arts and creativity in their lives, education, and communities. Engagement with the arts transforms individuals, connects us more deeply to each other, energizes the economy, and sustains the vibrant cultural landscape that makes Vermont a great place to live. To advance this vision, the Council awards grants to artists, cultural organizations, schools, and communities, and supports the creative sector through technical support, research, and advocacy.

Position Description

The person in this position is a key member of the Council’s administrative staff, providing daily assistance for the executive director and coordinating the smooth and effective operation of the office as a whole.

Responsibilities include:

- assisting the executive director in managing her workload, including arranging conference calls and meetings, coordinating quarterly board meetings, conducting research, and preparing meeting materials and presentations
- responding to public inquiries and serving as the front-desk receptionist at the Council office
- scheduling and coordinating logistics for Council meetings, both onsite and offsite
- coordinating printing and mailing of fundraising appeals and acknowledgment letters
- processing individual and corporate donations and maintaining a donor database; tracking campaigns and preparing reports for the executive director as needed
- managing day-to-day office administration, including maintaining office files, shipping, and purchasing supplies and equipment necessary for effective operations
- serving as the Council’s point of contact for state of Vermont offices and outside vendors
- providing basic information technology support
- providing support for special events
Qualifications/Required skills

- Excellent oral and written communication skills
- Two years of experience in a similar position, with at least one year assisting a senior manager or executive director
- Attention to detail, accuracy, and problem-solving
- Experience with donor management software
- Advanced word processing skills, proficiency with Excel and Microsoft Office Suite
- Ability to work independently and in a team environment
- Flexibility and talent for managing multiple projects
- Knowledge of IT systems a plus
- Commitment to the mission of cultivating and advancing the arts and creativity throughout Vermont

Compensation

This is a fulltime, forty hours/week position. Usual working hours are 8:30 a.m. to 5:00 p.m, with some flexibility. The salary range is $34,000 to $38,000 based on experience. The Arts Council provides generous benefits and a collaborative working environment, as well as professional development opportunities.

How to Apply

Applications will be accepted until March 20, 2020, although interviews may begin earlier. Please send a resume, cover letter and contact information for three references to: info@vermontartscouncil.org with “ATTN: Executive Assistant Position” in the subject line.

Nondiscrimination

The Vermont Arts Council is an equal opportunity employer and is committed to maintaining an environment free from discrimination on the basis of race, religion, color, creed, national origin, age, sex, marital status, sexual orientation, gender identity or expression, genetic bias, disability, citizenship, veteran status, or other category protected by applicable state or federal law.