

Administrative and Grant Specialist (32 hours/week)

Do you love details and bringing order to complexity? The Vermont Network is seeking an Administrative and Grant Specialist to join our dynamic and fast-paced organization. This position will administer and maintain grant and vendor contracts as well and provide administrative support for personnel functions and our Board of Directors.

The Vermont Network is a statewide non-profit organization working to end domestic and sexual violence in our state. Candidates must have a minimum of 4 years building and maintaining organizational systems or providing executive support. Strong commitment to social, economic and racial justice required. This exempt position is 32 hours/week, which may be split between a home office setting and our office in Waterbury Vermont. Salary range for this 32 hour/week role is based on experience and budgeted at \$40,000-\$44,000. The Vermont Network provides a flexible work environment and comprehensive benefits, including generous time off. Send resume and cover letter to Dana Paull, Finance Director by June 3rd at dana@vtnetwork.org