



POSITION DESCRIPTION

Center for Learning & Leadership Administrative Specialist

Type of Position:	Full-time (40 hours/week), Exempt
Work Site:	Hybrid- Waterbury, VT/Home Office
Supervisor:	Director of Learning & Leadership
Salary	\$55,000- 75,000/annually. Starting salary budgeted for low to mid-range of pay band.

Purpose: To support the Vermont Network in its educational strategies to uproot the causes of violence and support all people to thrive.

Outcomes:

1. Training and event logistics hosting run smoothly, events are managed efficiently, and training team staff are supported to provide high quality learning events.
2. Administrative and logistical support for participants, facilitators and guests are met and participants are supported to learn.
3. Grant files and administrative systems are maintained and updated to promote efficiency and functionality for the Center.

Strategies:

- Develop and maintain systems of administrative operations including but not limited to office equipment, IT functions, facilities, general phone & email & supplies in collaboration with the administrative team.
- Collaborate with project staff to ensure learning events are well organized, and high quality.
- Provide all aspects of set-up and support for virtual and on-site events for participants and facilitators in partnership with project staff.
- Provide reports as needed to the Center for Learning and Leadership Director and Finance Director in service of Center goals and strategies.
- Collaborate with Center for Leadership and Learning project staff and Finance team to monitor expenses and grant balances.

- Develop and maintain a system for administering grant contracts with finance team that:
 - Ensures that contracts follow the legally recommended template;
 - Contracts are up-to-date and accurate;
 - Contracts are periodically audited for timeliness and accuracy and for the deliverables contain within them.
- Coordinate and develop systems for:
 - Grant reporting and budget tracking
 - Fulfillment of logistical needs for events.
 - Contract monitoring
 - payment of facilitators, on-site training sites and services and periodic travel arrangements.
- Other duties as assigned.

Additional Activities:

- Manifest in daily activities the core values of the organization.
- Use the Network's principles for Constructive Communication.
- Participate in organizational development activities.
- Participate in efforts to achieve organizational goals for addressing racism and the intersection of racism with other forms of oppression.

Qualifications:

- Any combination of experience and education equal to a Bachelors or Arts or Science Degree;
- A minimum of four years building or maintaining administrative systems or providing executive support;
- Highly organized and keen attention to detail;
- A demonstrated commitment to anti-oppression work and ending violence against women;
- Ability and commitment to work within a team model to achieve organizational goals;
- Excellent verbal and written communication skills;

The Vermont Network strives to build a diverse and inclusive community. We believe that in order to support our Member Programs in their efforts to meet the needs of survivors and change the ways in which their communities think about and address domestic and sexual violence, we as an organization must honor the cultures, beliefs, and values of those we serve, and to foster an environment of mutual respect, acceptance and equal opportunity.

We are committed to building and maintaining a multi-cultural and diverse work environment which reflects diversity that exists among the people of Vermont. The Vermont Network

Against Domestic and Sexual Violence does not discriminate on the basis of race, gender, sexual orientation, religion, age, ability, or national origin.