



Vermont Association for the
Education of Young Children

Operations and Administrative Coordinator

REPORTS TO: Director of Operations

STATUS: Full-time, Exempt

DATE: 6/20/2023

VTAEYC is seeking a full-time Operations and Administrative Coordinator. This position offers an exciting opportunity for a highly organized and self motivated administrative professional to support all facets of VTAEYC including, but not limited to: **data & technology systems, equipment coordination, membership development, accounting procedures, event planning, customer service, program support, and coordination of meetings.** Reporting to the Director of Operations, you will work closely with all departments of a growing fast paced organization.

Principal Responsibilities:

Customer-focused and detailed, the Operations and Administrative Coordinator will support the administrative and data needs of the organization.

1. Working closely with the Director of Operations, the Executive Director, and department teams, you will effectively support the general operation and administration of VTAEYC
 - a. **Coordinate and ensure smooth operations, including ordering supplies, working with vendors, processing incoming and outgoing mail, and other duties as assigned.**
 - b. Manage VTAEYC's general phone and email communication systems, make referrals to appropriate teams when needed
 - c. Provide bookkeeping and accounting support as needed
 - d. Maintain technology systems for the organization including: subscriptions, distribution, and maintenance in coordination with VTAEYC's Managed Care IT Provider
 - e. Manage organization of physical office space
 - f. Actively participate in team meetings, planning, and strategy
 - g. Support effective coordination of the Board of Directors including documentation, preparation, meeting logistics, and retreat planning
 - h. Offer administrative support for VTAEYC events

2. Assist with the coordination of VTAEYC programs and committees
 - a. Serve as note taker at meetings
 - b. Provide logistical organization and support
 - c. Assist with membership data
 - d. Participate in event planning
3. Coordinate membership and constituent data
 - a. Ensure new/renewing members are welcomed
 - b. Manage coordination of memberships with NAEYC
4. Provide backup support for the administration of all VTAEYC programs as needed

Knowledge, Skills, and Abilities

- Commitment to VTAEYC's mission
- Highly motivated, self-starting individual with a proven ability to develop ideas and work as part of a team to bring those ideas to fruition
- Proven knowledge or experience using technology based platforms, like Google Drive/Microsoft Office, Facebook/Instagram, Slack, Zoom, Squarespace, EveryAction, SurveyMonkey, database software, and other programs
- Knowledge and experience using Quickbooks and other bookkeeping/accounting related software a plus
- Self-motivated with ability to work independently and take initiative
- Demonstrated ability to work well under pressure and manage deadlines
- Familiarity with databases preferred
- Strong communication skills including planning, writing, speaking, and effective presentation and dissemination of information
- Ability to manage multiple tasks at one time and prioritize appropriately
- Minimum of a Bachelor's degree in a related field or equivalent experience preferred

Character Traits

- Self-disciplined
- Detail-oriented
- Collaborative
- Accountable
- Adaptable
- Organized

Working Conditions

- **Flexible work location within Vermont;** you may either work from home or work out of VTAEYC's shared office in Chittenden County

- **Hours:** Monday through Friday. Position will require occasional evening and weekend work to meet the needs of the ECE workforce, VTAEYC members and volunteers, and other stakeholders
- **Travel:** Occasional travel in-state will be required
- Work location is flexible within Vermont; position may be home-based or work out of VTAEYC's shared office in Chittenden County
- Work includes extended computer usage and the need to read and assimilate information online
- Position will require occasional evening and weekend work to meet the needs of early childhood educators and other stakeholders
- Occasional travel in-state will be required

Compensation & Benefits

- \$45,000 per year to start
- PTO including vacation, holidays, and sick time
- Health insurance premium contribution
- Vision and dental insurance available
- 100% paid short-term disability, long-term disability, and life insurance
- Contribution to retirement

About Us

The [Vermont Association for the Education of Young Children \(VTAEYC\)](#) advances equity and excellence in early childhood education with early childhood educators as our foundation. VTAEYC is the state affiliate of the National Association for the Education of Young Children (NAEYC), the nation's largest membership organization of early childhood education professionals. As a membership organization with a small staff, a dedicated Board, and a collaborative approach, VTAEYC provides resources and advocates for policies that move early childhood education forward now and for the future.

Learn more about us through our Mission, Vision, and Values, [here](#).

Equal Opportunity

VTAEYC is dedicated to providing equal opportunities to all individuals regardless of race, color, religion, ethnic or national origin, gender, age, marital status, personal appearance, sexual orientation, gender identity or gender expression, family responsibilities, political affiliation, matriculation, genetic information, disability, or protected veterans status, or any other factor that is a prohibited consideration under applicable laws.