



**NEK Broadband**

**JOB DESCRIPTION:**

## **Administrative Assistant (FULL-TIME)**

### **SUMMARY**

NEK Broadband is looking for a highly organized and detail-oriented administrative assistant to keep our office running smoothly and efficiently. This is a great opportunity to assist our employees with diverse projects and provide general administrative support.

We're a small company of fewer than 20 employees, which means there's lots of room for growth and learning. Here at NEK Broadband, we're committed to creating an inclusive culture where all employees feel welcomed and valued.

### **DUTIES AND RESPONSIBILITIES**

This position will support routine and advanced duties of Directors and work closely with other employees.

- Provides administrative support to ensure efficient office operations.
- Maintains physical and digital filing systems.
- Answers phone calls and directs callers to appropriate personnel, schedules appointments, signs for incoming packages, and assists clients and other visitors.
- Responds to emails and other digital queries and correspondence.
- Manages calendars for senior staff, including making travel arrangements.
- Manage accounts and performs data entry tasks with bookkeeping
- Drafts and edits letters, reports, and other documents to support staff
- Inputs and updates information in databases and spreadsheets.
- Prepares meeting agendas and takes meeting minutes.
- Coordinates logistics for meetings, including room setup and catering.
- Uses word processing and presentation software to create and edit documents.
- Operates and maintains office equipment, including printers, copiers and remote meetings.
- Works with maintenance staff and outside vendors to ensure office equipment is in good working order and office supplies are always on hand.

- Researches as requested and compiles and summarizes information for reports or presentations.
- Works closely with staff, contractors and supports other vendors as needed.
- Works with sensitive information with discretion to maintain confidentiality and security and ensure compliance with privacy policies and regulations.
- Ensures that deadlines are met and adapts to changing priorities.
- Additional tasks as assigned.
- Presents a positive and professional image for the organization.

### **Required/Desired Skills and Experience**

This position will support routine and advanced duties of Directors and work closely with other employees.

- High school diploma or equivalent, associate's degree a plus
- Certified Administrative Professional (CAP) a plus
- Past administrative experience or tenure in an office setting a plus
- Proficient in Google Suite (mail, docs, sheets)
- Highly organized and detail oriented
- Bookkeeping experience a plus

### **LOCATION, HOURS, AND COMPENSATION**

- Monday thru Friday, 8:00 am to 5:00 pm at our office in Danville, VT and from time to time there will be a requirement for evening work
- This position is a full-time, on-site, hourly, non-exempt position
- Compensation is dependent upon experience
- Benefits are competitive, including 100% Gold or Silver Vermont Select health insurance for the employee and up to 75% for the family; 30 days of combined time off; dental, vision, short and long-term disability, life insurance, and up to 3% retirement match

### **ABOUT**

NEK Broadband is a community-driven organization whose mission is to ensure high-speed broadband internet service is available to every address with electric utility service in the rural and underserved communities of the Northeast Kingdom and Wolcott. Founded in 2020, we began network construction in 2021. In 2022, many of the foundational pieces for construction were put in place in preparation for a full construction year in 2023. The NEK Broadband district is the largest in the state with 51 different member municipalities. Each member of the district

supplies a board member and one or more alternates. Our project is large (between 2,400 and 2,800 miles) and complicated. Our funding sources are largely grant-funded as we build the network. To date, NEK Broadband has over \$72 million in allocated grant funds primarily for construction, but also to cover the administrative and operational tasks necessary to get the organization up and running. NEK Broadband has three major partners: (1) Waitsfield Champlain Valley Telecom (WCVT) is our network operator and retail service provider; (2) National Rural Telecommunications Cooperative (NRTC) is our design firm and construction manager; (3) Mission Broadband (MBI) supports the organization operationally and is responsible for most make ready with the electric and communication utility pole owners.

**TO APPLY**

Send a resume and cover letter to [careers@nekbroadband.org](mailto:careers@nekbroadband.org)