



JOB DESCRIPTION: ADMINISTRATIVE ASSISTANT (FULL-TIME)

ABOUT

NEK Broadband is a Communications Union District (CUD) that includes every town in the Northeast Kingdom of Vermont, plus Wolcott. We are building public infrastructure to help ensure that every address that has existing electric utility service will have access to affordable, reliable, and high-speed broadband internet. As a non-profit municipality, any revenue created will go towards building and repairing infrastructure and increasing affordability for our residents. NEK Broadband has an office and warehouse in St. Johnsbury, and performs much of its business remotely.

SUMMARY

NEK Broadband is seeking an Administrative Assistant to support the Executive Director and other staff members. This position serves a key role in keeping a geographically-diverse organization running smoothly.

LOCATION, HOURS, AND COMPENSATION

This is a HYBRID position, with the in-office portion based at our St. Johnsbury location. This position is full-time with benefits, and pay is commensurate with experience. The remote portion of the role requires internet access which can support Zoom meetings. The ideal candidate is familiar with the Northeast Kingdom.

DUTIES AND RESPONSIBILITIES

- Support NEK Broadband staff including the Executive Director, Community Relations Manager, Bookkeeper/Grant Manager and Operations Manager
- Answer phones and greet visitors
- Schedule appointments and maintain calendars
- Schedule and coordinate staff and other meetings
- Collate and distribute mail
- Create and maintain filing systems, both electronic and physical
- Manage accounts and perform bookkeeping as requested
- Assist in preparing the packet for Governing Board meetings
- Take minutes at all Governing Board, Executive Committee and Finance Committee meetings
- Take notes at ad-hoc board group meetings
- Help staff and board members stay organized and on task
- Notice all NEK Broadband Board and committee meetings per the requirements of Vermont's Open Meeting Law

- Post all NEK Broadband Board and committee meeting minutes to the website, per the requirements of Vermont's Open Meeting Law
- Manage and organize the NEK Broadband Drive
- Update the website with minutes and agendas
- Manage and track Board appointments

REQUIRED SKILLS AND EXPERIENCE

- Experience with Google Suite, Microsoft Office, and Adobe
- Solid communication skills (written and verbal)
- 2-5 years of administrative support experience

DESIRABLE SKILLS

Experience in the following programs:

- Smartsheets
- Wordpress
- Quickbooks

TO APPLY

Send a resume and cover letter to Clerk@nekbroadband.org.