



JOB DESCRIPTION: EXECUTIVE ASSISTANT (FULL-TIME)

ABOUT

NEK Broadband is a community-driven organization whose mission is to ensure high-speed broadband internet service is available to the most rural and underserved communities in the Northeast Kingdom and Wolcott. Founded in 2020 we began network construction in 2021.

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 an office and warehouse in St. Johnsbury, a co-working space in Lyndonville, an office and warehouse in Brighton, and performs much of its business remotely.

SUMMARY

NEK Broadband is seeking an Executive Assistant to support the Executive Director and other staff members. This position serves a key role in keeping a geographically-diverse organization running smoothly. The successful candidate for this position will be someone who embraces the NEK Broadband mission and thrives in a fast paced, "startup" environment. This position will embrace the skill sets of the employee hired and has the opportunity for independent projects and participation in the strategic direction of the organization.

DUTIES AND RESPONSIBILITIES

There are four primary areas of responsibility for the Executive Assistant: (1) Executive Assistant to the Executive Director; (2) Administrative Support; (3) perform the statutory role of the Clerk; (4) projects

(1) Executive Assistant to the Executive Director:

- (a) This position will report directly to the Executive Director.
- (b) The Executive Assistant will assist the Executive Director in a variety of ways including scheduling and coordinating meetings; electronic document filing; sitting in on meetings to take notes; being a proxy in meetings; ghost drafting documents and emails; and tracking to do lists in Smartsheets.
- (c) The opportunity to contribute and influence strategic decisions

(2) Administrative Support:

- (a) Schedule group meetings
- (b) Assist in preparation of Governing Board, Executive Committee and Finance Committee meetings
- (c) Take minutes at all Governing Board, Executive Committee and Finance Committee meetings
- (d) Assist in support of grant management and reporting
- (e) Assist in communications with board members
- (f) General support of NEK Broadband staff
- (g) Coordinate and support board member working groups including scheduling and note taking
- (h) Create and maintain filing systems, both electronic and physical (as necessary), including management and back up of the Google Drive. Participate in reorganization of the drive and organization of documents for board members.
- (i) Document process and procedures to help establish consistency and order
- (j) Answer phone calls
- (k) Be available to greet visitors

(3) Duty of Clerk

- (a) All duties described under 30 VSA 3068
- (b) Notice all NEK Broadband Board and committee meetings per the requirements of Vermont's Open Meeting Law (electronic and physical)
- (c) Post all NEK Broadband Board and committee meeting agendas and minutes to the website
- (d) Manage and track Board appointments
- (e) Responsible for organizational updates to state, federal, and granting agencies.

(4) Projects *(These are examples of the types of projects this position could participate in depending on skill sets of the individual)*

- (a) Evaluate and propose CRM options
- (b) Participate in inventory management
- (c) Perform project management roles
- (d) Create dashboards and reports using Smartsheets
- (e) Answering board member questions
- (f) Perform basic bookkeeping functions
- (g) Work with state granting agencies
- (h) Become competent in ArcGIS for support roles

REQUIRED SKILLS AND EXPERIENCE

- Experience with Google Suite, Microsoft Office, and Adobe
- Solid communication skills (written and verbal)
- 2-5 years of administrative or executive support experience
- Based in the Northeast Kingdom

DESIRABLE SKILLS

Experience in the following programs:

- Smartsheets
- Wordpress
- Quickbooks

LOCATION, HOURS, AND COMPENSATION

Working Environment and Benefits

- NEK Broadband has warehouses in St. Johnsbury and Brighton that have office space. The Accounting and Grant Manager is located in St. Johnsbury. Co-working space is available in Lyndonville. Some work is remote and requires sufficient internet access to support Zoom and Teams meetings. There is some evening work to accommodate our volunteer board members.
- The position is full-time.
- Benefits are competitive, including 100% 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.
- Salary is dependent on experience.

TO APPLY

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