



## **JOB DESCRIPTION: CHIEF COORDINATOR (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 member municipalities. Each member community within the district appoints 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 secured 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 both St. Johnsbury and Brighton, and performs much of its business remotely. This position is hybrid with locations at either office or in co-working location closer to the applicant's home. High preference will be given to those that reside in the Northeast Kingdom or those with familiarity of the region that are willing to relocate.

### **SUMMARY**

NEK Broadband is seeking a Chief Coordinator to support the Executive Director. This role will be responsible for ensuring that staff members, working groups, committees, board members, and contractors are staying on-task and kept informed and coordinated. 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 Chief Coordinator: (1) Coordinator and Taskmaster; (2) Administrative Support; (3) performs the statutory role of the Clerk; (4) Projects

#### **(1) Coordinator and Taskmaster:**

- (a) This position will report directly to the Executive Director.
- (b) The Chief Coordinator will serve as a gatekeeper to ensure that the vision and direction of the Executive Director is being executed as anticipated.

- (c) This role will serve as a point of contact for staff members, working groups, committees, board members, and contractors. The role will be responsible for ensuring that each person or entity is staying on task; coordinating any additional information or resources that may be needed; and ensuring that key issues are raised to the Executive Director.
- (d) Assist the Executive Director in a variety of ways including scheduling and coordinating meetings; sitting in and note-taking meetings the ED may be unable to attend; ghost-drafting documents and emails;
- (e) Tracking to-do lists in Smartsheets, Microsoft Project, Excel, or other programs as necessary.
- (f) Serving as a first point of contact and filter to provide information as necessary.
- (g) 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) Issue and manage requests for proposals to meet our federal, state, and internal acquisition regulations
- (e) Assist in support of grant management and reporting
- (f) Assist in communications with board members
- (g) General support of NEK Broadband staff
- (h) Coordinate and support board member working groups including scheduling and note taking
- (i) Create and maintain filing systems, both electronic and physical (as necessary), including management and backup of the Google Drive. Participate in reorganization of the drive and organization of documents for board members.
- (j) Document process and procedures to help establish consistency and order
- (k) Answer phone calls
- (l) 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 and purchasing
- (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)
- A combination of either
  - 5+ years of administrative
  - 3+ years of executive support experience
  - 2+ years of project management experience
- Task or program management skills
- Familiarity with the Northeast Kingdom
- Preference to residents of the Northeast Kingdom

## **DESIRABLE SKILLS**

Experience in the following programs:

- Smartsheets
- Wordpress

## **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. Salary range is \$45k to \$60k.

## **TO APPLY**

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