



JOB DESCRIPTION: ADMIN ASSISTANT / EXECUTIVE ASSISTANT (FULL-TIME)

About

NEKCV 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, Wolcott and the Central Valley. Founded in 2020 we began network construction in 2021. We're a small company of fewer than 20 employees, which means there's lots of room for growth and learning. Here at NEKCV, we're committed to creating an inclusive culture where all employees feel welcomed and valued.

SUMMARY

NEKCV is seeking a sharp, tech savvy individual to play a supporting role in the organization as either an Administrative Assistant or Executive Assistant. This position will support the five person management team. 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 NEKCV mission and thrives in a fast paced, "startup" environment. Because NEKCV is hiring for multiple positions at the moment, we have the flexibility for this position to embrace the skill sets of the employee hired. This role also has the potential for independent projects and participation in the strategic direction of the organization. *We DO NOT expect to find someone that can do all of the roles identified below, the job description will be modified upon hiring to fit the combined needs of the organization and the skills of the individual.*

DUTIES AND RESPONSIBILITIES

There are five potential primary areas of responsibility for the Executive Assistant: (1) Executive Assistant to the Management Team; (2) Administrative Support; (3) Accounts Payable Clerk (tentative); (4) Project Support.

(1) Executive Assistant to the Management Team:

- (a) The management person this role will report to will depend on the primary skill set the person is hired for.
- (b) The Executive Assistant will assist the Management Team 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) Support the issuance and management of requests for quotes and proposals
 - (e) Assist in support of grant management and reporting
 - (f) Assist in communications with board members
 - (g) Work within two contact management systems
 - (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 back up 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
- (3) Accounts Payable Clerk** *(This is an example of the types of projects this position could participate in depending on skill sets of the individual)*
- (a) Receive, process, and verify invoices
 - (b) Generate and track purchase orders
 - (c) Review invoices for proper documentation
 - (d) Perform basic bookkeeping functions
- (4) Project Support** *(This is an example of the types of projects this position could participate in depending on skill sets of the individual)*
- (a) Become competent, with training provided, in ArcGis
 - (b) Support preconstruction, construction, and communications with info from maps
 - (c) Create dashboards and reports using Smartsheets

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 or Central Vermont

DESIRABLE SKILLS

Experience in the following programs:

- Smartsheets
- Wordpress
- A course in geo-spatial map program such as ArcGis or QGIS

LOCATION, HOURS, AND COMPENSATION

Working Environment and Benefits

- NEKCV has offices in Danville and Brighton. 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 \$40k to \$55k

TO APPLY

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