



Vermont Youth Conservation Corps
92 South Main Street, Waterbury, VT 05676
802-241-3699
www.vycc.org
info@vycc.org

Administrative Coordinator

Job Description

Overview

The Administrative Coordinator is a part-time position that assists the Administrative Department with regular tasks, including fiscal bookkeeping, office supply inventory and purchasing, equipment management, technology user support, and the day-to-day operations of the VYCC office. The Administrative Coordinator administers accounts payable, accounts receivable, reconciliations, and other accounting tasks as needed. Additionally, this person will play an integral part in managing administrative tasks for the field program, including employee hiring paperwork, Corps Member payroll and timesheets, field accounting, and administrative tracking sheets. This is an ideal position for a highly motivated team player with good computer skills who is interested in executing fiscal and day-to-day operations independently. Additionally, there is potential for more hours or full-time status in 2009.

The Administrative Coordinator will be supervised by the Finance and Technology Manager.

The Vermont Youth Conservation Corps

The VYCC is a non-profit service, conservation, and education organization modeled after the 1930's Civilian Conservation Corps. The VYCC instills the values of personal responsibility, hard work, education, and respect for the environment in young people. Corps Members, young adults 16-24, work, live, and study together in small groups, completing priority conservation and park management projects throughout Vermont under the guidance of highly-trained leaders.

Responsibilities

- Administer accounting and financial tasks, including accounts payable, accounts receivable, bank reconciliations, and data entry
- Train and assist HQ staff with multiple office tasks, including equipment usage, purchasing, and computer software programs
- Provide user support for software and hardware computer questions
- Manage office purchasing, inventory, and supplies as well as associated budgets
- Assist with new employee set-up and orientation
- Administer the main phone line and email correspondence as needed
- Administer special projects as needed

Seasonal Responsibilities

- Manage Corps Member payroll including hiring paperwork, payroll processing, timesheet collection, reporting, and W-2s
- Administer field crew tracking sheets, logs, and forms
- Administer administrative tasks for the field season, including program accounting, concessions revenues and expenses, and field based expenses
- Provide administrative and logistical training and assistance for field staff

Environmental Factors

The Administrative Coordinator will be based out of the VYCC Headquarters office in Richmond, VT. The office currently houses twenty four staff. Varying numbers of interns and volunteers also assist with special projects throughout the year. The Administrative Coordinator must be able to maintain focus and productivity among a bustling office atmosphere while sharing office space with others.

The VYCC is an operation driven by the team approach. The Headquarters staff is a group of highly motivated and extremely dedicated people who each bring different strengths and experiences to the VYCC operations. Full-time staff needs to balance personal initiative and independence with an ability to effectively utilize the team process to get results.

Knowledge and Skills Required

- Enthusiasm for the VYCC mission
- Good written and oral communication skills
- Proficiency at office tasks including typing, photocopying, faxing, filing, and organizing
- Good organization and time management skills
- Professional and pleasant telephone demeanor
- Computer experience in word processing, excel, and database management
- Ability to multi-task

Compensation

- \$12.00 per hour, 20 hours per week
- Training in time management, database management, payroll, and accounting
- Professional office and computer skills development
- Exposure to leadership roles and opportunities in dynamic statewide organization
- Training in computer programs and network administration as needed

Hiring Specifics

- Start date of mid-July 2008 – mid-August 2008
- Accepting applications on a rolling basis
- Send cover letter, resume, and references to Jason Buss at jason@vycc.org
- Please feel free to e-mail or call Jason Buss for more information or with any questions: (802) 434-3969 ext. 134