



Vermont Youth Conservation Corps
1949 East Main Street, Richmond, VT 05477
802-434-3969
www.vycc.org
info@vycc.org

Administrative Coordinator

Job Description

The Vermont Youth Conservation Corps is a non-profit service, conservation, and leadership training organization modeled after the 1930's Civilian Conservation Corps. The VYCC believes in the value of personal responsibility, hard work, education, and respect for the environment, and brings this message to Corps Members, ages 16-24, who work, live, and study together in small groups, completing priority conservation and park management projects throughout Vermont under the guidance of highly-trained leaders.

The VYCC is looking for a full-time Administrative Coordinator who will focus on administrative and accounting responsibilities for the organization. Primary responsibilities will include fiscal bookkeeping, office supply and equipment management, technology user support for day-to-day operations, and a variety of administrative tasks associated with operating VYCC's field programs.

This is an ideal position for a highly motivated team player with strong fiscal skills, an eye for detail, and an interest in executing financial, administrative, and day-to-day operations independently. The Administrative Coordinator will be supervised by the Director of Finance and Technology.

Primary Responsibilities

- Complete accounting and financial tasks, including accounts payable, accounts receivable, bank reconciliations, and data entry
- Assist with monthly financial reports and budget management
- Train and assist staff with multiple office tasks, including equipment usage, purchasing, and computer software programs
- Manage office purchasing, inventory, and supplies as well as associated budgets
- Receive and respond to general phone call and email inquiries
- Provide user support for technology questions and office equipment
- Manage administrative tasks associated with VYCC field programs, including employee paperwork, timesheets, and payroll, record keeping, tracking, reporting, program accounting, concessions revenues and expenses, and field based expenses
- Provide administrative and logistical preparation and training for field staff
- Assist with annual audit
- Administer special projects as needed

Environmental Factors

The Administrative Coordinator will be based out of the VYCC Headquarters office in Richmond, Vermont. The office currently houses twenty year-round 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 space with others.

The VYCC is an organization 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. Staff must be highly motivated team players with the ability to work independently. Full-time staff must balance personal initiative and independence with an ability to effectively utilize the team process to get results.

Desired Qualifications

- Enthusiasm for the VYCC mission
- Excellent written and oral communication skills
- Experience in an administrative support position
- Experience with organizational fiscal management
- Proficiency at basic office tasks including typing, photocopying, faxing, filing, and organizing
- Exemplary organization and time management skills
- Attention to detail
- Professional and pleasant phone demeanor
- Proficient in Microsoft Office Suite and database management
- Ability to multi-task and work independently to accomplish specific projects
- Experience with Sage MIP Fund Accounting software a plus

Compensation

- \$26,000 annualized, exempt from overtime
- Health and dental insurance benefits
- Vacation and Holiday pay
- Additional training in fiscal management, database management, payroll, and accounting
- Exposure to leadership roles and opportunities in dynamic statewide organization

Hiring Specifics

- Accepting applications and interviewing until the position is filled
- Preferred start date of January 4th, 2010
- 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