

Administrative Coordinator Contract with Vermont Education and Environment Network

October 1, 2020 - March 15, 2021

Vermont Education and Environment Network (VEEN) will hire an Administrative Coordinator as a part time independent contractor to fill the position of VEEN Administrative Coordinator. The intended start date for this part time position is October 1, 2020.

Vermont Education and Environment Network (VEEN) is a coalition of organizations and individuals whose mission is to foster a network of individuals and organizations working together to promote high quality outdoor, environmental, and educational experiences. The Network envisions a society that follows environmental sustainability principles for the well-being of humans and global ecosystems. VEEN is managed by a board of directors. The Administrative Coordinator Role reports to the Executive Board (Board Chairs, Secretary, and Treasurer).

An organized, timely, responsive, professional and clear communicator is sought for the Administrative Coordinator. A high level of comfort and skill with online systems such as website maintenance, virtual meeting platforms, Google Docs and Drive, and membership communications software will be necessary for success in this position.

Key Responsibilities

<p>Online Technical Systems Management 50%</p>	<ul style="list-style-type: none"> ● Manage VEEN email account ● Maintain, update, and improve website (Wild Apricot platform) <ul style="list-style-type: none"> ○ Add events, jobs, internships, resources weekly ○ Solicit blog postings from members & post blogs monthly ○ Keep general website up to date, relevant and engaging ● Keep VEEN Google Drive and Docs up to date and organized ● Establish social media presence with the purpose of sharing and promoting relevant events and opportunities
<p>Communications 20%</p>	<ul style="list-style-type: none"> ● Assist in rebranding effort (we are striving to create a more equitable and inclusive organization - building authentic partnerships throughout the state and the NAAEE affiliate network) ● Newsletters <ul style="list-style-type: none"> ○ Create and gather content from members for newsletters (4x year) ○ Send newsletters to membership through Wild Apricot ● Maintain contact lists ● Coordinate membership communication
<p>Admin Support 10%</p>	<ul style="list-style-type: none"> ● Coordinate meetings <ul style="list-style-type: none"> ○ schedule meetings ○ send reminders ○ set up logistics ○ collect RSVP's

	<ul style="list-style-type: none"> ○ assist in developing and distributing agenda ● Coordinate follow up emails after board meetings/retreats with committees on tasks/ to dos ● Support working groups and committees with action items and admin needs <ul style="list-style-type: none"> ○ managed through Asana (or similar virtual team platform)
Membership Recruitment and Outreach 15%	<ul style="list-style-type: none"> ● Assist with recruiting new VEEN organizations and individual members <ul style="list-style-type: none"> ○ Draft, share, and send mass emails to promote membership ○ Foster community and build relationships with new organizations & members ● Research and maintain an evolving list of potential members: organizations & individuals ● Schedule biannual in person (or virtual) membership meetings at different Vermont venues ● Send annual membership renewal emails and manage invoices in Wild Apricot.
Events and Planning 5%	<ul style="list-style-type: none"> ● Work with board members to assist in planning events ● Arrange logistics for meetings and webinars (including: logistics, presentation preparation, communications) ● Promote events (create flyers, send mass emails, post with other organizations) ● Collect and compile venue information and resources for future events and meetings

Compensation

This is a non-exempt position with an hourly pay rate range between \$12-20 per hour commensurate with experience on a skill-based pay scale. Variable weekly hours are expected to fall with the range of 3-10 hours per week.

How to Apply

To apply please email your resume and a letter of interest addressing:

- What about the position appeals to your personal or professional interests?
- What skills would you bring to the position?
- Feel free to share the link to an example digital media project (e.g. website, flyer, curated emails, webinars)

to thenetworkvtemployment@gmail.com before Sunday September 20, 2020.