



## **Part-Time Administrative Rock Star Job Description - April 2022**

### Position Overview

Are you great with details and comfortable making phone calls to gather information? Do you care about young Vermonters and want to support a thriving nonprofit? We need you! The Governor's Institutes of Vermont (GIV) seeks a **Part-Time Administrative Rock Star** to join our team! The position is for 10 hours/week, \$20/hour, on an initial 14-week contract with possibility for renewal.

Each summer, GIV helps hundreds of Vermont high school students pursue their interests and find their people! We provide intensive summer enrichment programs on college campuses that inspire them to think deeper and dream bigger, focused on topics ranging from the Arts to Environmental Science to Technology & Design. Up to 30 years later, 88% of our alumni report that their time at GIV was one of the most important experiences of their teenage years. To learn more, please visit our website: <https://giv.org>

Your administrative and communication skills will help us further our mission to make these world-class experiences accessible to students of all backgrounds! The ideal candidate will be friendly, organized, persistent, creative, and have a sense of humor.

If you believe in inspiring and empowering young people, we'd like to hear from you!

# Primary Responsibilities

- Update enrollment information spreadsheet and communicate to internal colleagues, in order for Program Directors to have current information.
- Receive and organize information coming in from students and parents/guardians.
- Fold in health and tuition information from internal colleagues.
- Follow up with students and parents/guardians by phone and email about outstanding paperwork. Sometimes follow-up will involve reaching out to high school personnel.
- Other administrative duties as requested, including: internet research; receiving and directing mail, voicemail, and general contact emails; helping with ordering and mailing supplies; running errands; preparing donor correspondence; updating contact information in our database.
- When summer Institutes begin, some travel around Vermont to deliver supplies and assist with first and last days as needed, acting as a GIV representative.

## Qualifications:

The ideal candidate has....

- A love for GIV's mission, and an investment in young people and their dreams
- A commitment to ensuring that opportunities like these are accessible to all young Vermonters
- Strong organizational skills & meticulous attention to detail
- Familiarity with using and creating spreadsheets, and a willingness to learn new software. We use Little Green Light, Google Suite, Constant Contact, Survey Monkey Apply, and Microsoft Access.
- Strong interpersonal skills, including a pleasant and confident phone manner (customer service background a plus)
- The ability to manage projects independently, as well as communicating and working collaboratively with our small team
- The ability to give and receive thoughtful feedback
- Strong writing skills
- A valid driver's license
- A sense of humor!

# Compensation & Work Environment

## Salary: \$20/hour, 10 hours/week

- This position is part-time.
- Initial 14-week contract: April 20 through July 26, with a possibility of renewal.
- Ideal schedule: 6 hours in our Winooski office on Wednesdays, and 1 hour each other day in the mornings (can be remote).
- We are open to hybrid and flexible work schedules. Our office is in Winooski, VT, and is accessible to people using wheelchairs; you are welcome there as often as you like. We ask that you commit to at least one day/week in the office with the team. Everyone on our small team is vaccinated and boosted against COVID-19, and we ask that you be as well.
- We have 5 other full-time employees, and more than 100 people join each summer to staff our Institutes.
- The person in this role will report to the Executive Director.
- This position does not offer benefits.

**GIV is an equal opportunity employer.** We value a diverse workforce and an inclusive office culture. We strongly encourage applications from all qualified individuals without regard to national origin, race, ancestry, color, ethnicity, age, gender identity or expression, marital status, medical condition, mental or physical disability, religious creed, or sexual orientation.

## How to Apply

Please send PDFs of your resume and cover letter, with SUBJECT: Rock Star, to: [jobs@giv.org](mailto:jobs@giv.org)  
In your letter, please let us know how you found out about this role.

Applications will be accepted on a rolling basis until the position is filled, at which time we will remove the announcement from our website at <https://giv.org/about-us/jobs>

If we are interested in moving forward with your application, we will schedule an interview.

Start date is flexible, but we aim to have someone in this role by April 20.

Questions? Please email [jobs@giv.org](mailto:jobs@giv.org)