



Executive Assistant (20 hours/week)

Job Description - November 2024

Overview

The Governor's Institutes of Vermont (GIV) is a nonprofit doing amazing work... and we are looking for a rock star **Executive Assistant** to join our team! Do you love helping organizations be more efficient? Are you skilled at creating and sustaining systems? If you are a details person with excellent communication skills, and a passion for inspiring and empowering young people, we would love to hear from you!

Each summer, GIV helps more than 500 Vermont high school students pursue their interests and find their people! We provide intensive residential 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. Even decades 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>

This is a part-time non-exempt position, paying \$20/hour for 20 hours/week. Folks in the vicinity of Woodstock and Winooski are particularly encouraged to apply, but this position can also be done remotely.

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.

Key Responsibilities:

We are seeking a highly organized and proactive Executive Assistant to support the Executive Director and Development Director of our nonprofit organization. In this role, you will provide 20 hours of support weekly (10 hours for each Director), managing administrative and research tasks, scheduling, and communication to enhance productivity and ensure smooth operations.

Responsibilities include supporting in these areas:

ADMINISTRATION:

- Managing and organizing emails and other correspondence
- Coordinating and scheduling meetings
- Preparing meeting agendas
- Maintaining files and documentation for easy access and retrieval
- Preparing reports and presentations as needed

FUNDRAISING:

- Researching prospective funders
- Writing grant proposals with support from the Development Director
- Following up on the nuts and bolts of gifts: communication, invoicing, etc.
- Entering donations into our CRM database (Little Green Light)
- Updating donor and alumni database

VOLUNTEERS & EVENTS:

- Identifying, training, and managing a small group of volunteers
- Supporting event planning and coordination activities

Key Qualities & Experience

In order to do these things well we're seeking someone with relevant experience with:

- Anticipating needs and next steps
- Professional communications
- Coordinating people and projects remotely

The ideal candidate has strong attention to detail, excellent communication skills, and experience in administrative support, with a commitment to advancing our mission through effective, behind-the-scenes assistance.

We're looking for someone with the following qualities:

- Proactive; notices what needs to be done
- Loves to create and sustain efficient systems
- Fluent in modern office technology (especially Google Workspace)
- Organized, revels in a spreadsheet
- Enjoys getting the details right

Compensation & Work Environment

\$20/hour for 20 hours/week

No benefits are included

- This position is part-time and an exact schedule of hours can be determined during the hiring process based on your availability and GIV's needs.
- Our team works remotely most days; we anticipate that you may want to do this work remotely. However, our main office is in Winooski, VT, and is accessible to people using wheelchairs; you are welcome there as often as you like. We also have an office in Woodstock, VT.
- There may be occasional short-term projects that require time in the Winooski or Woodstock offices.
- The person in this role will report to the Executive Director.

How to Apply

Please send PDFs of your resume and cover letter, with SUBJECT: Executive Assistant, to: jobs@giv.org Please include how you found out about this role in your letter.

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>

We will begin reviewing submissions beginning December 1, and will reach out to you if we are interested in moving forward with your application and scheduling an interview.

Ideal start date is January 2025.

Questions? Please email jobs@giv.org