



JOB DESCRIPTION

Title: Administrative Coordinator

Reports to: Executive Director

Terms: 40 hrs. per week / Eligible for benefit

Organizational Profile

The Vermont Center for Ecostudies (VCE) advances wildlife conservation in the northeastern US and across the Americas through scientific research and community engagement. Our work involves researching and monitoring biodiversity in a variety of ecosystems and delivering results to inform management and policy decisions. We work with many partners, primarily in New England, Canada, and the Caribbean, where some of the Northeast's migratory birds overwinter. We also engage thousands of volunteers in our work through data collection and monitoring. Our office is located in the vibrant community of White River Junction, just across the river from Dartmouth College.

At VCE, we believe that kindness and collaboration are integral to effective conservation science. Our staff is committed to creating a workplace culture that respects and celebrates diversity and values the wellbeing of all employees. We accomplish this by fostering inclusivity and offering flexibility within the workday to encourage a healthy work-life balance.

Position Summary

The Administrative Coordinator provides clerical and administrative support to the Executive Director, Business Manager, and members of the VCE development team. Primary responsibilities include scheduling and calendar coordination, data entry, and maintenance of office supplies and equipment. This position also handles mail, prepares materials for meetings, and occasionally records minutes. The Administrative Coordinator must demonstrate careful attention to detail, strong organizational skills, and the ability to handle multiple projects simultaneously.

Primary Responsibilities

Executive Support

- Assist the Executive Director and board committees with scheduling and calendar coordination
- Organize communications and record-keeping in support of the Executive Director
- Prepare materials for board and committee meetings and record meeting minutes

Development

- With guidance from the Development Coordinator, enter information about volunteers, event attendees, and program participants in the VCE donor database
- Reconcile constituent information with other contact databases, as needed
- Receive and deposit donations, following specific protocols to record bank deposits
- Assist with appeal mailings and print and mail gift acknowledgements
- Help others schedule and organize donor visits, trips, special events, and outreach programs

Office Communications

- Manage the VCE phone system, including employee usage and vendor relations
- Receive and respond to general inquiries by telephone and email, directing calls and emails to appropriate parties as necessary
- Receive, sort, and distribute mail, scanning and filing items in accordance with established procedures

Office Administration

- Maintain an inventory of office equipment and a corresponding replacement schedule
- Assist the development, communications, and science teams with printing and mailing
- Troubleshoot photocopier and wireless network issues
- Order office supplies, kitchen staples, and refreshments for meetings

Business Services

- Receive and deposit payments for contracted services and send accurate documentation to the Business Manager
- Process invoices on a weekly basis, which includes coding expenses and preparing payments
- Assist with the management of personnel files and the enrollment of employees in benefit programs
- Collect timesheets, receipts, and expense reimbursement requests and compile information for the Business Manager

Other

- Assist with special projects and project-specific record keeping
- Assist the Associate Director and Business Manager with onboarding new staff
- Assist with other duties as assigned. VCE is a small and constantly evolving organization with ambitious goals. A willingness to contribute your unique skills and talents to projects and initiatives beyond your stated job description will be necessary at times.

Qualifications

- Three or more years of recent administrative support experience, preferably supporting executive staff
- Excellent organizational and planning skills
- Ability to prioritize and carry out multiple tasks efficiently and independently
- Ability to shift focus quickly as new priorities emerge
- Strong interpersonal skills, including ability to interact positively with all employees
- Strong written and verbal communication skills
- Meticulous attention to detail with an eye for consistency and accuracy
- Ability to discreetly handle sensitive and confidential information
- Hands-on experience with office machines
- Strong knowledge of Microsoft Office programs, particularly Word and Excel
- Proficiency with Google Workspace applications (Gmail, Drive, Docs, Sheets, Calendar)
- Data entry experience
- An associate degree in office administration or related field preferred