



## Intervale Center Employment Opportunity Administrative Coordinator

### Summary of Position:

The Intervale Center seeks a dynamic, mission-driven Administrative Coordinator to join our team in Burlington, Vermont. For 35 years, the Intervale Center has led a community food revolution that sustains farms, land, and people. We have pioneered farm and food innovations in local food development, commercial composting, riparian restoration, farm business incubation, gleaning, and food hub development.

The Administrative Coordinator supports the Center's staff and Board of Directors to create a welcoming and highly productive organization. They are an invaluable conduit for information and direction that hold many aspects of day-to-day operations together. They greet visitors, process mail, manage office equipment and supplies, support the Executive Director and Board of Directors, coordinate staff scheduling and meetings, give tours, track volunteers, and accomplish other important tasks as needed.

### Roles and Responsibilities:

- Provide support for correspondence, scheduling, report preparation, and minute taking for the Intervale Center Board of Directors' meetings and board committees, and other tasks as assigned by the Executive Director.
- Administer all staff shared calendars and other calendars as needed. Collaborate with directors to set staff meeting agendas, schedule speakers, and support staff gatherings and retreats.
- Create opportunities for staff celebrations, including birthdays, work anniversaries, departures, and meeting or exceeding programmatic and organizational goals.
- Staff the front office, manage a welcoming and inclusive environment, greet visitors and provide information.
- Keep the front room, kitchen and other public spaces, including the Hayloft and online spaces, engaging, clean, and professional for staff and visitors.
- Coordinate incoming and outgoing mail and purchasing of postage.
- Process checks at least three times per week.
- Coordinate with the Finance Office to order supplies as needed.
- Manage staff technological needs, such as computer, telephone, software, etc. and coordinate service with IT and other external consultants.
- Coordinate highly professional and efficient hiring process. This includes posting open job descriptions, receiving application packets, acknowledging receipt of applications, compiling and distributing applications, and notifying all applicants of their status. Consistently revisit recruitment process and review against most current DEI protocols

and values.

- Assist with new staff onboarding, including coordinating office workspace and other resources, Microsoft Office access, mailbox, etc. Collaborate with the hiring manager to introduce new staff to all employees as needed. Assist with onboarding and offboarding procedures.
- Coordinate, track, and manage individual and group volunteers. Work with other Intervale Center staff to ensure wonderful experience for volunteers.
- Hand tour inquiries and schedule tours of the Intervale Center. Give tours as needed and recruit/train staff members to give tours.
- Assist the Events Coordinator with inquiries and scheduling for facilities rentals.
- Create and disseminate monthly newsletter to all staff with program and policy updates and other internal/external news as relevant.

### Qualifications:

- Minimum two years of experience working in administration and/or executive assistance, or equivalent.
- Excellent verbal and written communication, public speaking, customer relations, and computer skills. Competence with Microsoft 365 platform and programs and Zoom.
- Strong time management skills and excellent attention to detail. Ability to prioritize tasks appropriately.
- Self-motivated, conscientious, and proactive in anticipating needs.
- Ability to work in a busy environment with noise and interruptions.
- Ability to lift and carry 35 pounds and use stairs.
- A passion for community food systems and a desire to grow into a long-term administrative role.
- Occasional evening hours may be required. This is an in-person position with some remote/hybrid work options.

Intervale Center is an Equal Opportunity Employer that values diversity of experience, background, and perspective to enrich our work. Applications by members of all underrepresented groups are encouraged. To apply, please send a cover letter, resume, and three references to [jobs@intervale.org](mailto:jobs@intervale.org). position is 40 hours per week and is based in Burlington, Vermont. The compensation range is \$45,000-\$55,000 and includes health care, 401k, and limited wellness benefits.