

Job Posting

Contact: Kathleen Devlin, Interim Executive Director (kdevlin@sevca.org)
Phone: (802) 722-4575 Ext. 1106

Position Title: Administrative Assistant - Special Projects
Department: Administration
Supervisor: Special Projects Director (SPD)
Job Classification: Part-Time, Temporary, Hourly (20 hours per week) – In Person/Hybrid/Remote

Job Objectives and Job Summary:

The Administrative Assistant for Special Projects coordinates and assists with completing a myriad of special ongoing and one-time projects to enhance agency efficiency. Responsible for providing a wide range of administrative / clerical support to Special Projects Director (SPD) and Executive Assistant (EA). Duties include collecting data and compiling reports quarterly and annually for CSBG regular and supplemental grants, assist with documentation of Organizational Standards (OS) compliance. In conjunction with the SPD and EA, share responsibility for ensuring compliance, efficiency, and excellence in support of achieving SEVCA's mission and goals, via some or all of the following duties:

Primary Functions:

- Coordinate data collection for use in NPI service & outcome measurement, analysis, evaluation, and reporting for regular and supplemental CSBG grants, and other funding sources as applicable.
- Assist SPD and EA to ensure compliance with: state, federal & local regulations; the OS governing all aspects of agency governance, administration, and all other agency functions; and requirements for maintenance of official records & documents. Focus to include Risk Assessment tool development, reporting, compliance and OS review, monitoring and proactive assessment of compliance tasks.
- Participate and assist as directed with coordination & strengthening functions related to agency ROMA-Data Committee, ROMA/CSBG/OS work group activities, Risk Assessment, Board tasks focused on strategic planning; community assessments and other focus areas as assigned.
- Perform other duties requested and/or approved by, or determined with the SPD and EA that are consistent with the functions of this position and with SEVCA's mission, goals, and priorities.

Working Conditions:

Entails routine office work, including use of computers, phones, and other office machines, etc., including extended periods of time sitting, emailing, talking on the phone, and working at a keyboard. Requires occasional meetings with staff, Board members, and others, attending meetings, and speaking with & administrative staff, DMs, & others regarding OEO departmental data collection & agency-wide data as necessary. Tight overlapping deadlines, multiple time demands, and constantly changing conditions requiring the ability to be flexible, and to cope with and manage stress. Occasional in-person/virtual state, training / conferences. Position can be remote, in-office, or hybrid in nature.

Our Mission is to empower and partner with individuals and communities to alleviate the hardships of poverty, provide opportunities to thrive, and eliminate root causes of poverty in southeastern Vermont.



Qualifications:

1. Five years of administrative management experience in comparably-sized organization, at least some in non-profit organizations; Community Action Agency experience preferred.
2. Bachelors in Public or Business Administration, Human Services, or related field required; relevant additional experience may substitute for some education.
3. Excellent oral and written communication, interpersonal, organizational, and computer skills.
4. Demonstrated ability to work well independently and in teams and effectively with diverse individuals and groups.
5. Knowledge and understanding of the causes and effects of poverty.

All SEVCA personnel who work onsite at our Vermont locations are required to have received the full series of the COVID-19 vaccination. Proof of vaccination will be required.

Wage range up to \$30/hour. Send letter of interest and resume to Kathleen Devlin, kdevlin@sevca.org, or contact her if you have any questions. Applications will be accepted until position is filled.

SEVCA is an Equal Employment Opportunity / Affirmative Action Employer.

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