

Administrative Assistant Position Description

We are seeking to hire a contractual, part-time Administrative Assistant to support initiatives as directed by the Vermont Academy of Science and Engineering (VASE) Board of Directors. Work hours average 8 to 14 hours per week and are conducted remotely, except for occasional events and meetings in person.

Tasks include, but are not limited to:

- scheduling and taking notes for monthly board meetings online. Includes compiling meeting agendas with the Board President, circulating meeting minutes and sending meeting reminders.
- monitoring the VASE inbox: responding to queries and forwarding information as pertinent.
- assisting with bookkeeping, check-writing and invoice preparation, as needed.
- preparing communications such as event flyers, case statements, newsletters, web updates and corrections.
- supporting fundraising efforts and scheduling and attending Development Committee meetings online. Includes note-taking, helps draft grant applications and occasional solicitation letters, maintains an annual record of donations in Excel, and writes thank you letters.
- providing logistical support for 1 to 2 in-person, annual member meetings. Activities include making copies of newsletters, brochures, and flyers as well as creating nametags and other signage. Helps meet and greet guests. May include set-up & closing.
- consolidating new member nominations and distributing nomination materials to the Board. Also helps prepare member award letters and updates Google contact list and website with new member information. Sends communications to VASE members upon request.
- organizing Teacher-of-the Year (TOY) nominations for distribution to the Board. Includes drafting a TOY award letter for distribution to the new TOY and nominator.
- organizing and monitoring Grants and Sponsorships distributed by VASE:
 - HOST and SEG grants
 - Leahy Mentorship stipends
- filing records electronically and on occasion, by print. Also maintains a picture library organized by subject and chronology.

Key Skills:

Facility with Microsoft Office, Zoom, Google docs, QuickBooks, and WIX

A successful administrative assistant anticipates needs, monitors schedules, and is a well-organized self-starter that takes initiative as well as direction.

Send inquiries and letters of interest with resume to: VTSCIENG@gmail.com by 10/1/2024