



**Job Title:** Operations Associate  
**Department:** Operations & Administration  
**Reports to:** Vice President of Operations and Administration  
**Effective Date:** January 2022

### **Working at the Vermont Community Foundation**

For more than 35 years, the Vermont Community Foundation has served Vermonters and their families through philanthropy and building stronger communities. Our mission—Better Together: inspiring giving and bringing together people and resources to make a difference in Vermont—provides the bedrock for our workplace culture. Our employees are passionate about making a difference every day. We approach our work with curiosity, respect, and integrity and believe in collaboration, equity, and diversity. When you join our team, your work will matter.

### **Position Overview**

The Community Foundation is growing, and we are looking for strong administrative and operational skills to provide broad support across all areas of the organization. This position will work closely with the Operations and Administration team to provide support in the areas of Human Resources, I.T., and general administration. An important element to this role will be to help create clear processes and procedures that are well defined and communicated.

Being a member of the Operations team requires excellent organizational skills and a talent for multi-tasking and keeping track of many details. This position will serve as the operations liaison for the Management team, providing support as directed by the Vice President of Operations and Administration. Being technology-savvy will be a plus for working effectively and efficiently across different technology platforms.

This position will report to the Vice President for Operations and Administration (VPOA) and help carry out the goals of the Ops/Admin team.

### **Essential Responsibilities**

- Work with I.T. consultants to ensure employees have hardware/software needed
- Work with VPOA to create and track workflows and design processes to support infrastructure
- Keep track of I.T. tickets
- Provide administrative support to the Management team, as needed
- Assist in office-space moves and setups for remote work
- Coordinate and schedule meetings and appointments
- Liaise with the Executive Coordinator on administrative duties as needed
- Assist in events for the whole organization, including organizing vendors, catering, materials, speakers, and general logistical support as needed

### **Human Resources – work closely with the VPOA to:**

- Oversee onboarding and offboarding processes

- Assist with all areas of recruitment: applicant tracking, scheduling interviews, setting up hiring committees, tracking notes, communicating with applicants
- Research training and development activities for all levels of staff
- Draft and track HR policies and procedures

### **Key Competencies**

Our organization's culture is designed to inspire and empower employees to do their best work every day, and we are committed to creating a safe, inclusive, and positive workplace. In keeping with our core values, we are seeking team players who bring the skills and qualifications named below and who value collaboration, diverse perspectives, and community.

- Excellent organizational skills and problem-solving attitude
- Excellent verbal and written communication skills and the ability to represent the Foundation and its supporting organizations with community members, other foundations, donors, representatives of grantees, and other organizations
- Qualities of a team player, ready to pitch in for any all-hands-on-deck moments
- Strong technology skills, including understanding the interaction of social networking media and development; skilled at Zoom/Teams video conferencing, and supporting software for development (Microsoft Office, Salesforce/FIMS or equivalent)
- Able to work independently and not afraid to take initiative
- Demonstrated attributes of honesty, respect, and integrity
- Able to maintain confidentiality, possess cultural awareness, sensitivity, and commitment to our core values
- Interest in pursuing career in operations or human resources

### **Education and Experience**

- Three or more years administrative and/or operational experience
- Bachelor's degree in Business or related field is preferred

### **Location**

This position is based in our Burlington office on Pine Street.

### **Instructions for Applying**

Please send your resume and a cover letter to [careers@vermontcf.org](mailto:careers@vermontcf.org). Applications will be accepted until the position is filled.

*The Vermont Community Foundation is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, religion, gender, gender identity, sex, age, marital or civil union status, national origin, ancestry, sexual orientation, place of birth, citizenship, military or veteran status, HIV status, genetic information, disability, or any other legally protected status as defined and required by state and federal laws.*