

## **ADMINISTRATIVE ASSISTANT**

Vermont-NEA is seeking a highly qualified Administrative Assistant to provide support to our professional staff. This position includes the opportunity for telework in addition to in-person work in our Montpelier office.

In addition to the specific qualifications below, this position requires exceptional interpersonal skills, careful attention to detail, excellent oral and written communication skills, managing multiple ongoing projects, and a commitment to confidentiality, all within the context of a highly professional and advocacy-oriented membership organization.

Specific qualifications: This is not an entry-level position. BA or higher degree; at least 3 years' experience in an administrative assistant position; appreciation for the role of labor unions and for the work of public school educators; advanced proficiency in Microsoft Excel is required.

To apply, send cover letter and resume, including names and contact information for at least 3 references to Jeff Fannon, Executive Director, Vermont-NEA, at 10 Wheelock Street, Montpelier, Vermont 05602, or electronically to [kferguson@vtnea.org](mailto:kferguson@vtnea.org). This position will remain open until filled.

*Vermont-NEA is an equal opportunity/affirmative action employer, committed to diversity and inclusion in the workplace. Qualified individuals are encouraged to apply regardless of race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.*