



Job Title: Administrative Assistant

About

NEKCV is a community-driven organization whose mission is to ensure high-speed broadband internet service is available to the most rural and underserved communities in the Northeast Kingdom and the Central Valley. Founded in 2020 as a Communications Union District, we began network construction in 2021. We're a growing company of fewer than 30 employees, which means there's lots of room for growth and learning. Here at NEKCV, we're committed to creating an inclusive culture where all employees feel welcomed and valued.

NEKCV is looking for a highly organized and detail-oriented administrative assistant to keep our office running smoothly and efficiently. This is a great opportunity to assist our employees with diverse projects and provide general administrative support.

Duties And Responsibilities

This position will support routine and advanced duties of Directors and work closely with other employees.

- Provides administrative support to ensure efficient office operations.
- Maintains physical and digital filing systems.
- Answers phone calls and directs callers to appropriate personnel, schedules appointments, signs for incoming packages, and assists clients and other visitors.
- Responds to emails and other digital queries and correspondence.
- Manage accounts and performs data entry tasks with bookkeeping

- Drafts and edits letters, reports, and other documents to support staff
- Inputs and updates information in databases and spreadsheets.
- Prepares meeting agendas and takes meeting minutes.
- Coordinates logistics for meetings, including room setup and catering.
- Uses word processing and presentation software to create and edit documents.
- Operates and maintains office equipment, including printers, copiers and remote meetings.
- Works with maintenance staff and outside vendors to ensure office equipment is in good working order and office supplies are always on hand.
- Researches as requested and compiles and summarizes information for reports or presentations.
- Works closely with staff, contractors and supports other vendors as needed.
- Works with sensitive information with discretion to maintain confidentiality and security and ensure compliance with privacy policies and regulations.
- Ensures that deadlines are met and adapts to changing priorities.
- Additional tasks as assigned.
- Presents a positive and professional image for the organization.

Required/Desired Skills And Experience

- High school diploma or equivalent, associate's degree a plus
- Past administrative experience or tenure in an office setting a plus
- Proficient in Google Suite (mail, docs, sheets)
- Highly organized and detail oriented
- Bookkeeping experience a plus

Location And Hours

- This is an in-person position at our office in Danville, VT and from time to time there will be a requirement for evening work
- This position is a full-time, hourly, non-exempt position

Benefits, Hours, And Compensation

- Benefits are competitive, including 100% health insurance for the employee and up to 75% for the family; 30 days of combined time off; dental, vision, short and long-term disability, life insurance, and up to 3% retirement match.

- The position is full-time.
- Salary range is \$50,000 to \$60,000 depending on experience.

To Apply

Send a resume and cover letter to careers@nekbroadband.org