

**VERMONT-NEA STAFF POSITION ANNOUNCEMENT
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. Vermont-NEA offers a competitive salary with an extensive benefits package.

Specific qualifications: At least 3 years' experience in an administrative assistant position; an appreciation for the role of labor unions and for the work of public school educators. This position requires strong, demonstrated proficiency in the Microsoft suite of programs including Excel and Word, as well an ability to learn to utilize additional data management and event management platforms. The ideal candidate will have exceptional interpersonal skills, excellent oral and written communication skills, and the ability to manage multiple ongoing projects with careful attention to detail. A commitment to confidentiality is required, all within the context of a highly professional and advocacy-oriented membership organization.

To apply, send a cover letter and resume, including names and contact information for three references to Jeff Fannon, Executive Director, Vermont-NEA, at 10 Wheelock Street, Montpelier, Vermont 05602, or electronically to kferguson@vtnea.org.

Application deadline: 4:30 p.m., May 19, 2025.