The Windmill Hill Pinnacle Association (WHPA) seeks a part-time Administrative Coordinator to support the Board of Directors to manage the activities and projects of the organization. Over the last 30 years, the WHPA has grown in scale, currently stewarding 2,700 acres of land in southern Vermont with ongoing efforts to further conserve additional land in the region. As the all-volunteer Board of Directors transitions to a staffed organization, this first hired position will be primarily an administrative role, with room to expand and with the expectation that roles and responsibilities will evolve as needed. Ideally, this position would begin work by August 2023.

Organization Overview

The WHPA is a nonprofit dedicated to conserving and making accessible the lands along the Windmill Hill Ridge, and nearby areas in southern Vermont. www.windmillhillpinnacle.org

Roles & Responsibilities

- Prepare and manage annual organization work plan
- Assist Treasurer and committees with annual budget
- Assist Fundraising Committee with research, submission, and reporting for grants, outreach to potential revenue sources, annual appeals, campaigns, and fundraisers
- Assist Conservancy Committee with research, appraiser, surveyor, reporting to VHCB, or other land purchase documents and filings
- Provide support and oversight to short-term projects including service-based contractors and vendors
- Manage administrative tools and reporting, including organization archives, monthly meeting records, and contracts
- Attract, coordinate, manage, and recognize volunteers
- Assist committees with partnership relationships
- Build and assist with communications including social media, web, and press releases
- Support and assist with recruitment of new Board candidates
- Coordinate training and development for the Board
- Review and monitor Board policies
- Participate in all monthly Board meetings, committee meetings as designated, and any other meetings requested by the Board
- Assist with necessary reporting and permitting to state and local governments

The Coordinator reports to the Chair or Vice Chair on a regular basis for primary responsibilities, evaluation, workflow, and priorities, and will work with committee conveners on projects and tasks as requested.

Compensation

Position is part-time, hourly employee, not considered an independent contractor. We estimate between 10-20 hours per week for the first year. Pay is $25 per hour. Monthly stipend towards healthcare Monthly stipend for equipment/internet/phone Travel mileage reimbursed (at nonprofit rate)
Qualifications

- B.A. or B.S. preferred but not required; emphasis will be placed on professional experience relevant to the position
- At least two (2) years of experience in office administrative support, data management, or related work is preferred
- Highly organized with an attention to detail
- Self-starter, able to manage their time without a direct supervisor
- Project management experience
- Excellent communicator, able to effectively work with a large Board, multiple committees, contractors, and partners
- Ideal candidate would be interested in some or all of the following areas: land conservation, community building, education, natural sciences, and nonprofit administration
- Able to manage a wide variety of responsibilities from basic administration to working with high-level stakeholders
- Proficient in basic admin tools such as MS Office tools, PDF, Google Drive, Zoom, social media platforms. Familiarity with programs QuickBooks, Little Green Light a bonus
- Lives in Windham County, Vermont
- Willingness to work a hybrid remote/in-person schedule. This is a work-from-home position as the WHPA does not maintain a brick-and-mortar office. In-person meetings would be at a designated meeting place such as the Congregational Church of Westminster West or Main Street Arts in Saxtons River, for example.

To Apply

Please submit a resume and one-page cover letter; cover letter should share a little bit about you and your interest in the position. Please be sure to name your document files with your first & last name. We may request references as a follow up. Send your materials to wphatrails@gmail.com, Subject: Coordinator Hire