

Aging in Hartland Administrator Job Description

Organization

Aging in Hartland (AIH) is a 501(c)(3) non-profit organization consisting of a volunteer board, volunteers supporting AIH programs and a community nurse program with funded nursing positions. AIH supports aging by providing a variety of programs which address the social, emotional and physical needs for health and wellness for seniors in the town of Hartland, VT.

Introduction

Aging in Hartland is seeking qualified applicants for an Administrator position. This person will support the organizational goals and programs. The Administrator needs to be adept with various types of technology and communications programs. Ideally this would be someone familiar with Hartland, Vermont who is eager to develop an understanding of the operations and culture of the organization. The Administrator will report to the Board Chair, Executive Committee and formal AiH leadership; strategic planning, and fundraising strategy will come from the Board of Directors. This is a great position for someone eager to have a flexible schedule and work environment.

Job Duties

Administrator responsibilities will include both an administrative and a communications focus, including but not limited to:

- Share responsibility for responding to requests for support (email, phone messages, voice mail, etc.) with volunteers who are identified as the point people for response. Check email daily and respond in a timely manner.
- Communicate and collaborate with volunteers, town officials and other local and regional groups with similar missions to AiH, as directed by the Board.
- Send outreach communications to constituents (newsletter, email posts to Hartland listserv, mailings). In consultation with the Board and volunteers, write content for communications in both digital and print format.
- Maintain a database for organizing and tracking, and documenting our services.
- Develop and maintain donor and volunteer list in a database, such as Breeze. Maximize use of Breeze database for the program.

- Manage AiH Google Drive to maintain all documents and organize as appropriate. Manage administration and accounts under AiH domain.
- Attend monthly Board meetings and support board functions - drafting meeting agenda and distributing and archiving meeting minutes and reports. Attend monthly Community Nurse meetings. Attend other program meetings as recommended by the Board.
- Assist with design/production of visual media that clearly communicates program activities and events.
- Monitor and analyze AiH's social media and online presence. Provide monthly reports to the Board of Directors outlining activities and progress related to growth and sustainability.
- Support fundraising activities and events year-round. Support the grant writing process, contributing to the writing, submission and reporting/deadlines of grant applications.
- Promote AiH as a volunteer-run organization, help recruit volunteers and develop processes and materials to recruit and train volunteers.
- Assist with coordinating the Friendly Visitor Program to organize periodic training and matching volunteers with clients and maintain documentation provided by volunteers.

Estimated Time Commitment \$30/hour, 12-20 hours per week. Any hours that extend beyond an average of 20/week must be approved by the Chair of the Board.

Desired Qualifications

- Excellent skills working with people ... prompt, courteous, and diplomatic
- Excellent writing and editing skills with demonstrated ability to communicate clearly and effectively.
- Strong time-management, collaboration, and organizational skills
- Word processing skills (Google applications a plus)
- Knowledge of Mailchimp a plus
- Demonstrated experience working with database programs, ideally Breeze
- Experience in graphic design for website and print materials desirable