OFFICE MANAGER
30 hours per week

Job Title: Office Manager
Employer: Vermont Adult Learning
Reports To: Regional Director
Primary Work Site: Burlington Learning Center

Purpose of the Job: The Office Manager will support the primary administrative functions of the Learning Center, while also working closely with prospective students. This position demands a commitment to exceptional performance as well as working successfully within a team environment. A positive attitude and friendly demeanor are essential; the Office Manager is the first point of communication for anyone coming into the office. Working closely with the Regional Director and other support staff, this position requires flexibility, teamwork, out-of-the-box thinking, and excellent communication.

Essential Functions & Responsibilities:
- Data Entry including student attendance and registration paperwork
- GED Administration
- Maintains office supplies and educational materials inventory in accordance with learning center needs and budgetary constraints
- Maintains confidential files
- Answers phone, greets all students/visitors in a welcoming and encouraging fashion
- Provides appropriate and accurate program information as needed
- Calls students with appointment reminders
- Assists with office communication process: making copies, scanning documents, forwarding phone calls and other communication-related jobs
- Provides technical support, in consultation with the Network Administrator, including but not limited to:
  - Assisting with email issues
  - Network and internet connectivity problems
  - Managing files and folders in a Microsoft Windows environment
  - Support local staff in the use of web-based conferencing and communication technology
- Assists the Regional Manager in other duties as assigned
- Maintains professional standards of confidentiality

Qualifications, Knowledge & Skills:
- Requires Bachelor’s Degree, with at least 2 years of relevant working experience. Other combinations of education or work experience may be considered.
- Manages and prioritizes multiple tasks simultaneously
- Exhibits strong interpersonal and intercultural skills
- Demonstrates competency with basic office computer applications such as word processing and spreadsheets
- Meets deadlines consistently and demonstrates consistent, accurate attention to detail
- Communicates effectively in English, orally and in writing
- Excited to work with diverse students, including students of color, English Language Learners, and LGBTQ students
**Working Conditions & Environment:** Busy office and educational environment. Occasional travel required. May require working some evenings and/or weekends.

**Pay Status:** This is a Non-Exempt, Hourly position.

**Criminal Background Check and Mandated Reporting:** Vermont Adult Learning is committed to the safety of our students and staff. A confidential, national criminal records check as well as a check against the Vermont Child Abuse and Neglect Registry will be performed on all applicants offered employment. Continued employment is subject to the results of these checks.

*All Vermont Adult Learning staff are required to be familiar with the Vermont’s Mandated Reporter law.*

**Benefits:** Vermont Adult Learning offers a competitive benefits package that includes:

- Medical and Dental insurance
  - Premiums based upon an employee’s work schedule
  - Some health plans offers a Health Reimbursement Account with contribution from the organization
  - Family coverage is also available
- Long Term Disability, Life Insurance, and Accidental Death and Dismemberment Insurance are available at no cost to employee
- Flexible Spending/Dependent Care Benefits
- Retirement plan with immediate vesting and organizational match after 6 months
- Vision insurance
- Generous paid time off: combined time off, sick days, and 11 holidays
- Parental leave policy

**TO APPLY:** Please send a cover letter, resume and three professional references (preferably supervisor or manager level) electronically to: rcampbell@vtadultlearning.org

*Position is open until filled.*

**Vermont Adult Learning is an Equal Opportunity Employer**