

OFFICE ADMINISTRATOR

DATE POSTED: 12/3/25

Reports To: Executive Director, Leah Mital

Position Status: Full-time, Year Round

Department: Administration

Exemption Status/Reason: Exempt

Job Summary: Vermont Youth Conservation Corps (VYCC) has a tremendous impact on the lives of young people and a positive influence on the communities where our crews work and learn. VYCC seeks a collaborative Office Administrator to support the staff and programs that power our mission. VYCC engages young people in meaningful work, learning, and service; this role is essential to creating a healthy, equitable, and well-supported workplace for Staff and Corps Members.

The administrator builds and maintains systems that foster organizational excellence, strengthen a culture of inclusivity, and ensure compliance with state and federal requirements. This position works closely with hiring managers, senior leadership, and program staff to develop people-centered processes that help our team thrive.

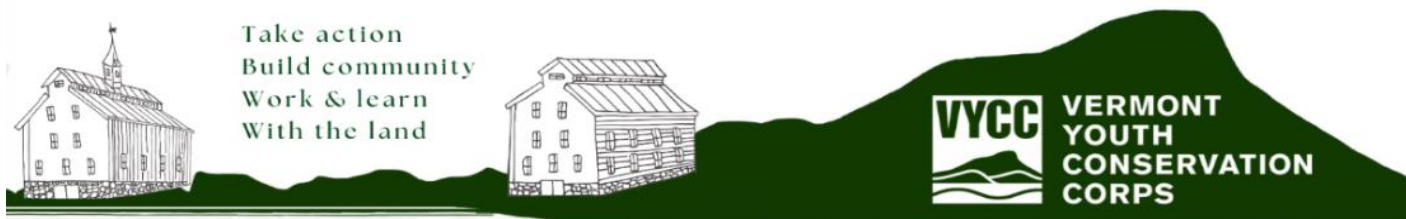
Essential Functions:

Administrative Systems

- Leads administrative onboarding, including new hire paperwork, background checks, technology orientations, and employee handbook reviews
- Assists in employee payroll processes
- Oversees and supports staff with all VYCC benefits administration and acts as point of contact for partner benefits brokers and vendors
- Manages all VYCC workers compensation systems, process claims and is point of contact with all workers compensation insurance providers
- Participates in a culture of staff collegiality and celebration by organizing monthly staff meetings and assisting in planning seasonal-staff gatherings and celebrations.

Office Coordination

- Coordinates all office functions, including ordering and inventorying of supplies, equipment, and budgeting
- Maintains an effective and efficient office environment for all staff
- Supports staff in creating effective filing systems
- Receives all general incoming phone calls



Program Support

- Supports teams in maintaining AmeriCorps compliance
- Administers systems that support staff and Corps Members such as but not limited to; developing and administering medical forms, incident reports, timesheets and purchasing
- Leads all administrative onboarding and background checks for Crew Leaders and Crew Members

Required Qualifications, Knowledge, Skills and Abilities

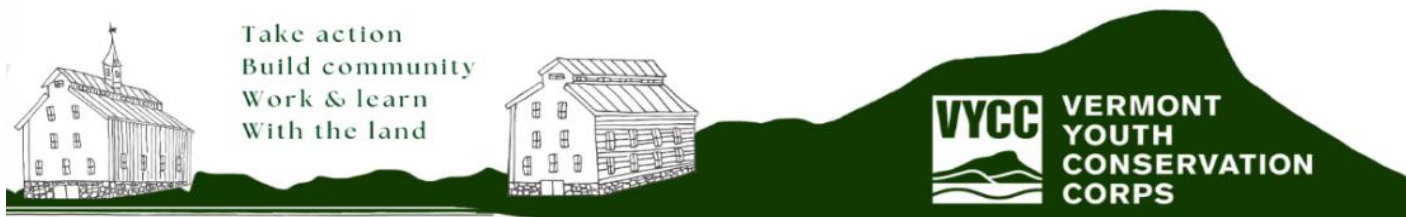
- Mission-driven, invested in the success of all employees and programs, and interested in building organizational excellence
- Undergraduate degree or comparable work experience
- Previous administration support experience
- Proficiency in Microsoft Office (Word, Excel and Teams)
- Strong communications skills, both written and verbal
- Ability to multi task and handle multiple, often competing, priorities
- Flexible, motivated, responsible and willing to work both independently and in support of the larger VYCC organization
- Ability to maintain focus and productivity in a bustling office atmosphere in which open office space is shared with others

About Vermont Youth Conservation Corps

The VYCC is a 501c3 nonprofit focused on engaging young people in service, work, conservation, and agriculture. Since 1985, VYCC staff have provided valuable work and learning opportunities to youth and young adults from across the country and from nearly every town in Vermont. Our model is strong and simple: young people, working together, guided by highly trained leaders, completing priority projects in conservation and agriculture.

Our Workplace

This position is based out of the Vermont Youth Conservation Corps campus in Richmond, VT. Our open office offers staff opportunities to interact and collaborate. Successful staff are able maintain focus and productivity, balance personal initiative and independence, and plug into our team in ways that help us do our best work as an organization. Staff enjoy the perks of the Farm at VYCC and forest campus year-round, as well as the happenings of nearby downtown Richmond.



Compensation & Benefits:

- Starting salary for this position is \$50,000, commensurate with experience
- Medical and dental insurance; Health Savings Account (HSA) with matching contribution; disability and group life insurance
- Simple IRA with matching contribution (once eligibility criteria are met)
- Annual paid time off (PTO), paid sick time
- One-week paid closure in November for all staff (in addition to PTO)
- Ongoing professional development
- Annual gift card to the VYCC farm stand (organic produce and eggs)

How to Apply

Please complete our VYCC General Application (<http://bit.ly/VYCCapp>), to which you'll upload a cover letter, resume, and contact information for three professional references. Questions regarding this position can be directed to Leah Mital, Executive Director, at leah.mital@vycc.org. No calls, please. Position is open until filled.

Equal Opportunity at VYCC

VYCC is dedicated to building an inclusive, diverse, equitable, and accessible work environment that fosters a sense of belonging. You may be just the right candidate for this role or another one of our openings! VYCC is proud to be an Equal Opportunity Employer.

***Note:** The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. All of the listed functions are important and are in no particular order. This is not an exhaustive list of all responsibilities, duties, and skills required. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed*