Administrative Assistant

About VFOR

The Vermont Foundation of Recovery (VFOR) is a nonprofit organization committed to supporting individuals in their transition to long-term recovery from substance use disorder by providing safe, affordable, and structured recovery housing across Vermont.

We operate a network of certified recovery homes in multiple communities, offering stable sober living environments where residents are empowered through accountability, peer connection, and community support. At VFOR, we believe recovery is possible for everyone, and we are dedicated to helping people rebuild their lives with access to opportunity, respect, and the resources they need to thrive.

Position Summary

The Administrative Assistant is responsible for coordinating and supporting the Executive Director's day-to-day executive activities, with a strong emphasis on calendar and meeting management, communication, organization, external relationships, and administrative coordination.

The Administrative Assistant works proactively to support the Executive Director's priorities and ensure that meetings, communications, projects, and follow-up activities are organized and completed in a timely manner. The position helps the Executive Director maintain effective relationships with board members, donors, community partners, volunteers, and other stakeholders.

Essential Responsibilities

Executive and Administrative Support

- Manage the Executive Director's calendar, schedule, and daily priorities.
- Review, vet, and prioritize meeting requests and other demands on the Executive Director's time.
- Coordinate and schedule meetings, appointments, events, and related follow-up activities.
- Prepare agendas, meeting materials, presentations, correspondence, and other documents as needed.
- Arrange travel accommodations and prepare detailed travel itineraries.
- Prepare and submit expense reports and related documentation in a timely manner.
- Provide administrative support for board and organizational meetings, including scheduling, meeting reminders, preparation of materials, note-taking, minutes, and follow-up.
- Track commitments, follow-up items, and deadlines resulting from meetings and executive activities.
- Assist the Executive Director with preparation for internal and external meetings, presentations, and engagements.

Communication and Relationship Support

- Serves as a professional point of contact for donors, volunteers, community partners, board members, staff, and other organizational stakeholders on behalf of the Executive Director.
- Respond to or appropriately route inquiries in a prompt, courteous, and professional manner.
- Facilitate communication and follow-up on behalf of the Executive Director as appropriate.
- Assist with maintaining effective relationships with external stakeholders by coordinating communications, meetings, and follow-up.
- Maintain a high level of professionalism when representing the Executive Director and the organization.
- Draft, proofread, and coordinate correspondence and other communications on behalf of the Executive Director as needed.

Organizational and RHT Program Coordination

- Provide administrative coordination for RHT Program activities, including scheduling and coordinating meetings with the State Grant Manager and supporting related meeting materials, follow-up, and documentation.
- Track project timelines, deadlines, action items, and deliverables associated with assigned administrative and executive priorities.
- Maintain organized and accurate organizational records in accordance with applicable nonprofit compliance requirements.
- Assist with event planning and coordination, particularly for events involving the Executive Director, board, donors, community partners, or other external stakeholders.
- Work collaboratively with staff to support executive priorities, organizational initiatives, and assigned projects.
- Anticipate administrative needs and proactively identify opportunities to improve organization, communication, and efficiency.
- Support special projects and initiatives as assigned by the Executive Director.

Confidentiality and Professionalism

- Handle confidential, sensitive, and personnel-related information with a high degree of discretion and professionalism.
- Maintain appropriate confidentiality regarding organization, employee, board, donor, and other sensitive matters.
- Exercise sound judgment when determining the appropriate handling, communication, and escalation of sensitive information.
- Understand and maintain appropriate boundaries regarding confidential information and matters involving the Executive Director, board, employees, donors, and external stakeholders.

Other Duties

Perform other duties and responsibilities assigned by the Executive Director to support the organization's mission, executive functions, and strategic objectives.

Qualifications

Required Qualifications

- Minimum of three (3) years of experience in an administrative, executive assistant, office management, or related role.
- Strong organizational skills with demonstrated ability to manage multiple priorities and deadlines.
- Excellent attention to detail and accuracy.
- Strong written and verbal communication skills.
- Excellent time management and follow-through.
- Demonstrated ability to handle confidential and sensitive information with discretion.
- Ability to work independently, exercise sound judgement, and proactively anticipate needs.
- Ability to establish and maintain effective working relationships with individuals at all levels of an organization.
- Professional and effective communication skills when interacting with external stakeholders.

Preferred Qualifications

- Associate degree or equivalent combination of education and relevant experience.
- Experience providing administrative support to an executive, senior leader, board, or nonprofit organization.
- Experience working in a nonprofit or mission-driven organization.
- Experience coordinating meetings, events, travel, or communications involving external stakeholders.

Compensation & Benefits

- This position is classified as full-time, non-exempt.
- Competitive pay, $29.00 - $32.00 per hour.
- Comprehensive medical, dental, and vision coverage.
- Generous Paid Time Off (PTO) and holiday schedule.
- Retirement plan options.
- Flexible/hybrid work environment.

Our Commitment

VFOR is committed to fostering a collaborative, mission-driven workplace grounded in respect, accountability, and shared purpose. We value leadership that is both strategic and human-centered, and we believe strong internal systems are essential to delivering meaningful impact across the communities we serve.

How to Apply

Please submit your resume and a cover letter outlining your interest and qualifications to VFOR's Human Resources Department at hr@vfor.org.

Employment is contingent upon the successful completion of a background check.

This position is supported in part of in full by funding from the Rural Healthcare Transformation (RHT) Program. Continued employment is contingent upon the continued availability of funding.

The Vermont Foundation of Recover is an Equal Opportunity Employer. We welcome and encourage applicants from all backgrounds and do not discriminate on the basis of race, color, religion, sex, gender identity or expression, sexual orientation, age, national origin, disability, veteran status, or any other protected characteristic.