



Let's Grow Kids

Data and Office Coordinator

Let's Grow Kids is a nonprofit organization on a mission: ensuring affordable access to high-quality child care for all Vermont families by 2025. With more than 30,000 supporters from all walks of life, Let's Grow Kids (LGK) is facilitating the movement to strengthen the early childhood education system today and calling for lasting investments in child care. Together, we can give children a strong start and build a better Vermont for generations to come. LGK works with its 501(c)(4) affiliate Let's Grow Kids Action Network to spearhead the community organizing and political accountability needed to drive LGK's 3-year legislative agenda via our campaign efforts.

Our culture is dynamic, fast-paced, and driven by the following core values:

- **Commitment to Children:** We believe that investing in the wellbeing of children birth to five is a catalyst for positive social change.
- **Inclusion:** We are building an organization, movement, and system that promote equity and diversity.
- **Collaboration:** We support each other and our partners to realize shared success.
- **Agility:** We adapt readily to our environment to ensure we're in the best position to achieve our goals.
- **Strategy:** We take a focused, coordinated, data-driven approach to achieving our goals.
- **Transparency:** We are intentional about sharing clear and timely information about our work, priorities, mission, and values.

Data and Office Coordinator Role

LGK seeks a motivated, customer-focused and detail-oriented individual to support the data needs of the LGK team and its Burlington office. This 12–24-month position will report to the Director of Operations and Evaluation as part of the Operations and Evaluation team.

Responsibilities

The position responsibilities include:

- Coordinate and support databases and systems (approximately 50% of effort)
 - Enter donor and supporter information into database as received
 - Enter meeting notes for key contacts
 - Use systems to ensure accurate, timely information
 - Check data and data reports for accuracy
- Coordinate technical resources (approximately 25% of effort)
 - Oversee ordering, distribution, and maintenance of office technology
 - Ensure adequate training on and provisioning of software applications
 - Assist with virtual meeting set-up and facilitation

- Coordinate and ensure smooth operation of Burlington office (approximately 20% of effort)
 - Order supplies
 - Coordinate with vendors
 - Process incoming and outgoing mail
 - Schedule staff meetings
 - Maintain records of staff and regional meetings
- Other duties as assigned (approximately 5% of effort)

Qualifications

The ideal candidate will have experience collecting and inputting data, as well as following administrative procedures, particularly with a dynamic and highly collaborative team.

A well-qualified candidate will possess the following:

- High school diploma required; bachelor's degree preferred
- 3 or more years of experience in an office setting
- Strong computer skills, proficient with Microsoft Office Suite, especially Excel
- Experience with virtual meeting technologies
- Familiarity with databases
- Able to work independently as part of a collaborative team
- Strong organizational skills and attention to detail
- Excellent writing and verbal communication skills
- Ability to maintain clear communication and work effectively with staff, vendors, and external partners
- Self-motivated with ability to work independently and take initiative
- Demonstrated ability to work well under pressure and manage deadlines

Location

Though LGK has a flexible workspace policy, this position will be based in our Burlington, VT office. This is a full-time, 12–24-month position and business hours are 9 AM–5 PM, Monday through Friday, with occasional work on evenings and weekends.

Compensation

The salary range begins at \$45,000 and benefits include paid family leave and contribution to child care costs.

Desired Start Date

No later than July 15, 2021

To Apply

Please click here to apply for the [Data and Office Coordinator position](https://app.acquire4hire.com/careers/details.json?id=20253&title=data-and-office-coordinator-in-burlington-vt) or use this link: <https://app.acquire4hire.com/careers/details.json?id=20253&title=data-and-office-coordinator-in-burlington-vt>. Applications are due by June 1, 2021.

LGK values a diverse workplace and strongly encourages women, people of color, LGBTQ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. LGK is an equal opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, religion, gender, gender identity, sex, age, marital or civil union status, national origin, ancestry, sexual orientation, place

of birth, citizenship, military or veteran status, HIV status, genetic information, disability, or any other legally protected status as defined and required by state and federal laws.