



Let's Grow Kids

Event & Office Coordinator

Let's Grow Kids is leading a campaign to solve Vermont's child care crisis by 2025. Let's Grow Kids is transforming Vermont's child care system by empowering people to contribute to Vermont's child care solution; advancing equitable early childhood education policy; and delivering programs that directly support early childhood educators to provide high-quality child care. When we are successful Vermont's child care system will be accessible and affordable for families; honor and compensate early childhood educators for their essential work; and nurture and educate children birth to age five, providing them with what they need to thrive. 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.

Position Summary

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

Responsibilities

The position responsibilities include:

- External Event support/coordination

- Provide administrative support to planning meetings including scheduling meetings, taking and distributing notes, and maintaining graphic organizers
- Research vendors to make recommendations to event leadership about location, catering, and other needs, while centering equity and accessibility in recommendations
- Manage relationships with necessary vendors for events, from research through to payment
- Keep detailed inventory of swag and event needs, prompting new orders well in advance of deadlines
- Act as point person for all swag, collateral, and event marketing material ordering
- Create and monitor event registration, updating reports daily for event planning teams
- Provide technical support to online meetings/trainings
- Support large-scale mailings
- Process post-event materials (petitions, feedback surveys)
- Other event support, as needed
- Internal meeting support
 - Take and maintain minutes from staff meetings and retreats
 - Schedule staff meetings
 - Assist with in-person, all-staff event coordination
 - Support Board meeting logistics and other tasks as needed
- Coordinate and ensure smooth operation of Burlington office
 - Order supplies
 - Coordinate with vendors (including landlords, cleaning services, and VTAEYC and MENTOR staff)
 - Process incoming and outgoing mail
- Coordinate and support databases and systems
 - Enter donor and supporter information into database as received
 - Check data and data reports for accuracy
 - Review EveryAction for duplicate records on a weekly basis
 - Input data from Mobilize into SharePoint
- Other duties as assigned

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

This position will require working from the office located in Burlington, VT. A hybrid working schedule may be arranged with supervisor.

Compensation

Salary range is \$45,500 to \$49,000 plus a competitive benefits package that includes paid family leave, health care, generous holidays/vacation and CTO package, and contribution to child care costs.

To Apply

Please submit one document containing a cover letter (including your interest and/or commitment to LGK's mission and the core values that guide our work) and résumé through Acquire4Hire: <https://app.acquire4hire.com/careers/details.json?id=100461&source=17>

We will begin reviewing applications on January 16th, after which we will continue to accept and review applications on a rolling basis.

We are committed to building a work community that is inclusive and represents a vibrant diversity of background, experience, perspective and thought. Candidates across all markers of identity (age, race, gender, ability, communication styles, nationalities, etc.) are highly encouraged to apply.