



Are you ready for an amazing opportunity to join an innovative agency and make positive change in your community?

Position Title: Administrative Assistant

Who is Interaction?

Interaction (formerly Youth Services) has been a highly-respected part of the Windham County of Vermont community since 1972. Our mission: Working together to build resilience and be a catalyst for change. Interaction is a supportive, creative, dynamic workplace.

How will I make a difference?

The Administrative Assistant position is central to the daily operations of the agency. This position is responsible for providing a welcoming and inclusive experience for youth, adults, and families, volunteers, donors, community members etc., while greeting people at the reception desk and on the phone during office hours, as well as agency-wide administrative duties. Must be able to maintain strong working relationships with agency staff and meet customer needs. This position is housed within the Administrative department and works closely with the Administrative & HR Manager, Director of Development and Communications, and Director of Administrative Services.

Responsibilities Overview:

General Responsibilities:

- Identify unexpressed customer needs and potential solutions to meet those needs
- Positively deal with changes that affect job requirements or work assignments

Administrative Duties including but not limited to:

- First point of contact for the office and respectful and supportive team player
- Data entry for agency databases and filing systems, both physical and electronic
- Coordinate supply needs, vendor arrangements, and agency vehicle(s)
- Assist with events, including mailings, maintaining registration lists, and other support tasks

Bookkeeping functions including but not limited to:

- Prepare vouchers and expense allocations to programs/cost centers
- Prepare and process vendors checks for payment
- Log deposits and take to bank for processing
- Collect and record program fees

Can I see myself here?

We have found that our staff at Interaction succeed when they:

- Think systemically
- Value feedback
- Are highly organized and communicate well
- Are passionate about justice and believe that everyone deserves to have their needs met
- Value collaboration that comes from working on a team
- Are tenacious problem-solvers
- Have a sense of humor and find creative ways to implement ideas

- Can change priorities quickly

Additional Information

Applicants should ideally have the following skills:

- Proficient in computer operations: word processing, database entry, and spreadsheets. Knowledge of and experience with Google Workplace and/or FundEZ is ideal.
- Understanding of accounting systems and experience performing basic bookkeeping services
- Ability to handle confidential information in a discreet and respectful manner
- Ability to work under pressure, be flexible, and be self-guided
- Ability to work cordially and cooperatively with others

How can I be considered for the position?

You can be considered for this position if you meet the following qualifications:

- High School diploma or GED preferred.
- Previous reception, customer service, or bookkeeping experience is ideal.

To Apply: Send resume and cover letter to HumanResources@youthservicesinc.org. We will be reviewing applications on a rolling basis.

This position is full-time at 37.5 hours per week.

Compensation: \$19/hr and comprehensive benefits (health, dental, vision, EAP, life and LTD, retirement, and other elective plans).

Interaction works in partnership with United Nurses & Allied Professionals, Local 5050, and this position is included in the collective bargaining agreement.

Interaction is committed to diversity, equity, and inclusion. We strongly encourage people of color, people with disabilities, LGBTQIA+ applicants, and people from other underrepresented groups to apply, recognizing and respecting those diverse perspectives and experiences are valuable to our team and essential to our public service.