



Position Title: Communication and Administrative Assistant

How will I make a difference?

The Communication and Administrative Assistant strengthens the internal operations and external communications of two prevention coalitions supported by Interaction: Windham County Prevention Partnership (WCPP) and Building a Positive Community (BAPC), supporting effective outreach, coordination, and mission-driven work.

Your main responsibilities will include:

- Implement both coalitions' communications workplans. (18hr/week)
- Assist BAPC with administrative tasks such as: (8hr/week)
 - Maintain timelines for cyclical tasks and projects.
 - Support events and trainings (planning, registration, logistics, follow-up).
 - Mail, deliver, and track materials for community partners.
- Assist Interaction by supporting Development Department with donor communications and supporting front desk operations (4hr/week)

We seek collaborative community-minded team members -

- Builds strong, effective productive partnerships with colleagues
- Assumes good intent and the best in others
- Is open to others' ideas, input and decisions
- Takes responsibility and initiative
- Committed to continuous learning and growth
- Highly organized, detail oriented
- Collaborative, flexible team-player; willing to pitch in wherever needed
- Models effective self-care, boundary-setting and stress management
- Embraces diverse styles and perspectives

What are the qualifications for the position?

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

Required

- Minimum 2 years' experience in design and communications, project management, administrative support, nonprofit operations, or related roles.
- Demonstrated strengths in organization, attention to detail, written and verbal communication, confidentiality/discretion, and time management.



- Proven ability to manage multiple deadlines, track projects, initiate follow-up, and coordinate with multiple stakeholders.
- Proficiency with Google Suite/Microsoft Office.
- Strong research and data analysis skills.
- Commitment to the mission and values of WCPP and BAPC.

Preferred

- Experience with Asana or other project-management tools.
- Experience using Zoom (including breakout rooms).
- Valid driver's license, reliable transportation, and insurability.
- Additional skills or lived experience that strengthen organizational capacity (e.g., multilingual ability; experience with youth empowerment, communications/media, public health, DEI work; community engagement; collaborative leadership).

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

Compensation: \$24.00 an hour for 30 hours a week and comprehensive benefits. Partial remote work possibilities will be considered.