



Employment Opportunity

Administrative Assistant

Position Type: 10-15 hours/week

Reports to: Operations Manager

About the UVM Institute for Agroecology:

Our food systems are in crisis. Industrial agriculture is one of the leading causes of climate change and health inequity around the world, but it is not the only path ahead of us. Agroecology offers a different future, one where we work together to regenerate the environment, cool the planet, tackle inequity and ensure good, healthy food for all. It is rooted in indigenous practices and ancestral knowledge, which are combined with scientific approaches to reimagine how our food systems can and should function. Agroecology is not only about changing farming techniques, but is also about transforming policy, science, cultures, and economies to bring about more just food systems.

The Institute for Agroecology works with and for farmers, Indigenous people, social movements, and communities who are driving change in Vermont and around the world. Through research, learning, and action, we mobilize knowledge to nurture agroecology research, practice, and movements. We are committed to co-creating more just and sustainable food systems, and know that this work must be done in collaboration with those who are most impacted.

Job Description:

The University of Vermont Institute for Agroecology (UVM IFA) is hiring for a remote part-time Administrative Assistant. This is an excellent opportunity for an organized, independent individual who is looking for flexible part-time work. The ideal candidate will be a detail-oriented problem solver with strong communication skills. They should have experience in an office setting, handling administrative tasks, and supporting colleagues. The ability to multitask, manage complex schedules, and adapt to shifting deadlines is crucial for success in this role.

Location: This position is remote, but candidate must be able to travel to Burlington, Vermont for occasional in-person event support (1-2 times per quarter).

Hours: 10-15 hours per week. The ideal schedule for this position is approximately two hours of work per day (M-F), with flexibility on working hours, for a total of 10-15 hours per week. Very occasional in-person event support will be required, with up to 10 extra hours per week.

Job Responsibilities and Tasks:

- Manage daily administrative tasks:
 - Respond to email inquiries and forward to appropriate team members when necessary
 - Support guests and visitors to the IFA by obtaining parking passes and building access and accommodations when needed
 - Procure office supplies and mail/ship items
 - Manage calendars and schedule meetings for Institute directors and other team members
- Assist in events and communications:
 - Support communications with weekly audits and submission of IFA articles and publications to partner organizations
 - Book on and off campus event space
 - Liaise with vendors and clients, providing excellent customer service.
 - Book flights and accommodations for IFA directs, team members, and visitors
- Handle basic accounting tasks:
 - Pull basic financial reports from UVM software
 - Reallocate purchasing cards and assemble documentation (receipts)

Required Skills and Qualifications:

- Proven experience as an administrative assistant or similar role.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- Excellent organizational and time-management skills.
- Strong communication and interpersonal abilities.
- Ability to work independently and as part of a team.
- High school diploma or equivalent; associate or bachelor's degree preferred.

Bonus Skills:

- Candidates with written/spoken fluency in Spanish and/or French are strongly encouraged to apply, as the IFA works with an international community.
- Experience with PeopleSoft a plus.
- Experience working in higher education administration a plus.

Compensation:

\$20 - \$23 per hour, dependent on experience. This position is not eligible for benefits.

Application Information:

Please send your resume, cover letter, and 3 professional references to ifa@uvm.edu with a subject of “Administrative Assistant – [Your Name]”. Applications missing any materials will not be considered. Apply by January 27, 2025 for priority consideration, though the position will remain open until filled. Candidates selected for consideration will be contacted for an initial interview, followed by a second interview if applicable. We look forward to receiving your application.