



Title: EDP Staff / Administrative Assistant

Reports to: School Based Youth Program Director/ Financial Director

Description: Support day-to-day activities of The Collaborative Extended Day Program/Collaborative Camp and administration of events and programs.

Hours: 40 hours/week 10:00 am - 6:00 pm.

Salary Range: Based on experience.

Location: Flood Brook School, Londonderry, VT

Work Duties

Project Management:

- Assist with planning and implementing all work plans associated with programming and grant funding ensuring adherence to timelines and process and outcome objectives
- Implement youth and family-supporting strategies, activities, and/or events
- Promotion and outreach to highlight accomplishments, successes, programs, activities, and events, build engagement and prevention infrastructure
- Participate in the management of communication systems including, emails, newsletters, press releases, social media sites, and content
- Ensure program excellence by working in childcare programs, adhering to best practices, and complying with childcare licensure standards
- Maintain a safe, secure, and supportive environment
- Contribute to organizational excellence by participating in programs, ensuring adherence to best practices, and maintaining compliance with childcare licensure standards
- Assist with the development of activities by participating in planning and facilitating projects
- Perform administrative, clerical, and operations tasks
- Assist with planning, development, and implementation of youth programs, services, and activities, including EDP/Summer Camp and RTU

Organizational Administration:

- Serves on internal teams such as communication, enterprise, or programs as needed
- Participate in, promote, and design community-building opportunities to further the organization's strategic plan
- Assist in organizational activities such as retreats, strategic planning, and development projects
- Manage and participate in information dissemination to internal and external partners
- Assist with aspects of child care management, including attendance records
- Participate in organizational capacity building and systems creation
- Manage project collaboration platforms
- Adherence to Federal, State, and local regulations
- Work as a team to create and manage budgets

- Evaluate projects and participate in program evaluations
- Collect and track data and grant required paperwork
- Complete all required training

Relationship Building:

- Foster a collaborative and supportive environment by cultivating strong relationships with stakeholders. Work closely with community partners and staff to advance shared goals, vision, and mission, and drive positive change.

Leadership:

- Encourage and support the professional growth of team members and partners
- Stay up to date with best practices and professional development as it relates to your work duties
- Represent the organization in public arenas

Other Duties:

- Other duties as directed by the leadership of The Collaborative

Required Knowledge, Skills and Abilities:

- Self-starter and ability to work independently with minimal supervision and as a member of a team
- Ability to inspire and motivate others, providing direction, and fostering collaboration among team members
- Critical thinking that supports innovative solutions
- Be at least 18 years of age
- Have one of the following:
 - at least 3 months direct work/volunteer experience with school age children or
 - Vermont On-The-Job Training certificate or
 - Vermont Afterschool Professional Credential or
 - Vermont Program Director Credential or
 - Vermont Teacher Licensure
 - Master's Degree in a youth-related field

Personal Qualities:

Commitment to The Collaborative mission and success

Acceptable Experience and Training:

- Knowledge of youth development and empowerment
- Verbal and written communication skills
- Ability to prioritize and manage multiple tasks
- Proficient in computer usage including cloud-based platforms

To apply:

Email your cover letter and resumé to amanda@thecollaborative.us