



Administrative Support Specialist

Job Description:

The Administrative Support Specialist will be an integral part of the VRGA team as they manage general office functions for the Vermont Retail & Grocers Association. This role provides trusted support that impacts all levels of the association and interacts with some of Vermont's most influential business owners, food makers, and leaders.

Responsibilities:

General Administrative Support: Professionally answer and direct incoming calls, assist in marketing and membership communications, updating the organizations' membership database, and other general office tasks as assigned. This position requires occasional use of personal transportation to run errands, visit retail stores or attend meetings. Mileage will be reimbursed.

Essential Duties & Responsibilities

- Assists in coordinating and managing membership renewals including membership billing and renewal payments, and following up on delayed membership renewals.
- Assist with special projects, events and programs.
- Support ad hoc projects, including research and data gathering, formatting, reviewing, and sending monthly newsletter, managing websites, scholarship program, etc.
- Assists in increasing members' awareness of VRGA mission, activities and services.
- Assist in coordinating special events and meetings, webinars, etc.; setting up AV in conference rooms, etc.

Capabilities:

- Must have excellent verbal and written communications skills.
- A general understanding of Word, Excel, PowerPoint and Outlook is required.
- Design capabilities and experience in Canva or other design software are a plus, but not a must.
- Knowledge of social networking sites (Facebook, Twitter, Youtube, LinkedIn, etc.) is required.
- Knowledge of bookkeeping (Quickbooks Online) is strongly preferred.

Setting: There is potential for this position to have flexible scheduling as well as flexible remote work. However, some in person office work will be required.

To apply for this position, please send your resume and cover letter to info@vtrga.org

About VRGA

VRGA is the leading voice representing Vermont's retail industry. Our membership is inclusive of a variety of business types and models, collaborative and extremely diverse. Members, policy makers, community leaders and valued stakeholders recognize the association's critical role in shaping legislation, improving our communities, and contributing to each member's success and the state's economic vitality.