



Vermont State Housing Authority

One Prospect Street • Montpelier, Vermont 05602 • (802) 828-3295 • contact@vsha.org

NOTICE OF OPEN POSITION

Executive Assistant & HR Coordinator

September 2021

About VSHA: Since 1968, the Vermont State Housing Authority has been working to improve and expand access to affordable housing throughout the state. VSHA strategically partners and collaborates with rental property owners, nonprofit organizations, agencies, and municipalities to implement innovative programs that promote housing access and stability for our community members with income-based and other housing assistance needs.

Position: The Executive Assistant and Human Resources Coordinator will provide professional-level support to executive management and administer various human resources functions. With a diverse scope of responsibilities including complex administrative projects, public relations and community engagement, and organizational and workforce support, this position will be an integral member of the Administrative team, and will work closely with the Executive Director and the Director of HR & Administration on various projects and tasks related to the management of the agency.

Qualifications and Requirements:

Among the qualifications required to successfully fulfill the Executive Assistant & HR Coordinator responsibilities are:

- Bachelor's degree in a relevant field of study, or a combination of education and work experience that provides the necessary skills and knowledge;
- Significant administrative experience in the nonprofit sector or public sector and experience or training in core human resources functions;
- General understanding of issues related to affordable housing and/or homelessness;
- Ability to effectively and professionally communicate, verbally and in writing, with diverse and various audiences;
- Strong professional/business writing skills;
- Proficiency with Microsoft Office 365 products and with various software and social media platforms;
- Excellent organizational, analytical, problem-solving, and research skills; and
- Ability to exercise sound judgement and maintain a calm demeanor in challenging situations.

Compensation and Schedule: This full-time, 40 hour/week position offers competitive pay and benefits that include health and dental insurance, retirement plans with generous employer contributions, an Employee Assistance Plan, and ample paid time off. VSHA's core business hours are 7:45 am – 4:30 pm; however, some schedule flexibility may be available and some extended hours and/or work outside of regular business hours may be required.

To Apply: Please email your cover letter and resume to careers@vsha.org or mail via USPS to Vermont State Housing Authority, Human Resources, 1 Prospect St., Montpelier VT 05602.

Vermont State Housing Authority is an equal opportunity employer. VSHA does not discriminate on the basis of race, color, religion, national origin, sex, pregnancy, age, disability, sexual orientation, gender identity, genetic information, HIV-positive status, ancestry, place of birth, citizenship status, veteran/military status, crime victim status, or any other characteristic protected by federal, state, or local laws. This policy applies to all of VSHA's terms and conditions of employment.