



VERMONT HUMANITIES

JOB TITLE

Programs Support Specialist

JOB CLASSIFICATION

Part-time, Non-exempt
20 hours per week

Starting Wage

\$21-\$25 per hour

Position Summary

Programs Support Specialist is an effective and agile position that supports the delivery of Vermont Humanities' programs. This person ensures accountability with our program partners and funders by fulfilling in a timely manner requests for program materials, payments, illustrative data, and accurate reporting.

The organization is committed to using a diversity, equity, inclusion, and access lens to meet its mission. This position reports to the Director of Programs and is responsible for the tasks delineated here and other duties as assigned.

ROLE AND RESPONSIBILITIES*Data Management*

- Assist with the gathering of program data for programs and enter it into database, including building event records, adding attendance details with contact information, and creating grant records.
- Maintain all files in accordance with regulations and Vermont Humanities' retention policies.
- Follow Vermont Humanities protocols for providing program materials—including documentation, promotional materials, and books—to programs, group sessions and events. Evaluate these processes as needed.
- Track attendance, partnerships, and other statistics for internal reports in the Vermont Humanities' database and annual NEH compliance reports.

Program Data/Evaluation Responsibilities

- Track attendance, partnerships, and other statistics for internal reports in the Vermont Humanities' database and annual NEH compliance reports.
- Support the development and implementation of the diversity, equity, inclusion, and access goals of the organization through continuous learning, improvement, and accountability measures.
- Assist with documentation and statistics needed for grant proposals and reports
- Develop and maintain internal administrative operating procedures and best practices for programs.

Administrative and Financial Responsibilities

- Generate and submit program receivables and payables to finance team.
- Support trainers/presenters in submitting hours and expense for payment.
- Administer payment vouchers for program payables and review each month with supervisor and finance staff.

Communications Responsibilities

- Coordinate with the communications team to ensure that event listings are accurately posted on the website, on social media, and in all print materials.
- Ensure program hosts receive materials in a timely manner and submit their required documentation on time.
- Attend programs as needed, communicating with partner contacts and participants.

KEY SKILLS and QUALIFICATIONS

Key Skills

- Continually prioritize and undertake the multiple, diverse activities of programs, developing and adhering to workflow timelines.
- Responsiveness to routine and special assignments in a fast-paced environment with flexibility and a willingness to meet project goals and organizational needs.
- Contribute to creating a more diverse, inclusive, and equitable culture within our organization and our state.
- Display exceptional organizational skills and attention to detail.
- Display effective written and oral communication skills.
- Demonstrate proficiency with Microsoft Office 365 and Customer Relationship Management systems and databases.
- Demonstrate practical knowledge of accounts payable and accounts receivable procedures.

Qualifications

- Bachelor's degree or equivalent life experience required
- Relevant experience in program and data management required.
- Must be able to work both collaboratively and independently.
- Experience in and commitment to working in a diverse and inclusive environment.
- Excellent writing and speaking skills required; experience in grant reporting desirable.
- Demonstrated interest in the humanities and commitment to Vermont Humanities' work and mission.

Flex Scheduling/Remote Opportunities

This position is part-time with flexible hours. Most hours can be completed remotely with bi-weekly meetings at the Vermont Humanities office in Montpelier. Computer equipment will be provided to complete this work.

Physical Requirements

This position may include lifting boxes of up to 30 lbs.

Our commitment

Vermont Humanities is committed to creating an inclusive workplace that promotes and values diversity. We strive to be diverse in age, gender identity, race, sexual orientation, physical or mental ability, ethnicity, and perspective. Our goal is to build and maintain an organization where everyone can do their best work. We believe that people of color, people from working class backgrounds, women, people with disabilities, and LGBTQ+ people must be centered in the work we do. We strongly encourage applications from people with lived experience in these communities or from other marginalized backgrounds.

Vermont Humanities is an EOE/affirmative action employer. We provide reasonable accommodations in the recruitment and employment of persons with disabilities.

About Vermont Humanities

A statewide nonprofit organization founded in 1974, Vermont Humanities seeks to engage all Vermonters in the world of ideas, foster a culture of thoughtfulness, and inspire a lifelong love of reading and learning. Our values include equity, curiosity, humility, and bravery.

A state affiliate of both the National Endowment for the Humanities and the Library of Congress, Vermont Humanities has developed a broad range of programs that serves Vermonters of all ages and backgrounds. In addition to running our own programs, Vermont Humanities is also a funder of local cultural initiatives with a robust and growing grantmaking program.

Learn more at www.vermonthumanities.org.

HOW TO APPLY

Send a resumé and cover letter to jobs@vermonthumanities.org. Applications will be considered until the position is filled.