



## Communications & Administrative Assistant

**Job Title:** Communications & Administrative Assistant

**Location:** Smokey House Center, Danby, Vermont

**Employment Type:** Part-time, non-exempt, hourly position. At-will employment. 15-20 hours weekly on average.

**Start Date:** ASAP (on or before May 1, 2025)

### Position Description

Smokey House Center's Communications & Administrative Assistant will support our storytelling and outreach efforts, as well as the bookkeeping function of the organization. This role is ideal for a creative, organized, tech-savvy individual passionate about environmental education, sustainable agriculture and forestry. The Communications & Administrative Assistant will work closely with the Development & Communications Director and Finance & Admin Director to manage digital content, engage audiences, visually document our work across platforms, and support the smooth operations of the bookkeeping system through the Finance Director's maternity leave during the summer and fall of 2025.

### Essential Functions

#### Digital & Social Media Management

- Create, schedule and monitor engaging content for Facebook, Instagram, LinkedIn and YouTube
- Develop and execute social media campaigns to promote programs, funding and events
- Analyze social media insights and adjust strategies for increased engagement
- Maintain an organized content calendar

#### Photography & Videography

- Capture high-quality photos and videos of programs, landscapes and events in all seasons
- Edit and produce visual content for social media, newsletters and website
- Organize and maintain a digital media archive
- Operate a drone, handheld steadicam, and GoPro to record video and photo stills

#### Bookkeeping

- Accounts payable/receivable/payroll coordination
- Code receipts with assistance from staff and file physical records
- Correspond with the accountant weekly on revenue/expense activity
- Assist with grant reimbursement requests
- Assist with preparing financial statements for quarterly Board of Directors meetings

#### Qualifications

- Proficiency in Canva and Google Drive
- Strong writing and editing skills for digital content
- Experience with social media platforms and creating a communications strategic plan
- Ability to work outdoors in all seasons and walk long distances to capture visual content
- Detail-oriented with the ability to manage multiple projects and deadlines
- Passion for environmental conservation, sustainable agriculture and community engagement
- Strong organizational and communication skills that is a solution-focused team player

#### Preferred Qualifications

- Knowledge of SEO and social media analytics
- Familiarity with nonprofit communications, storytelling, and organizational structure
- Proficiency in Adobe Suite, WIX, and Quickbooks Online
- Knowledge of basic accounting principles

#### Compensation & Benefits

- Hourly rate starting at \$30/hour, based on experience.
- Eligible for 2.5 sick days per year, annualized (prorated).
- Paid time off includes floating holidays (PTO) - 13 days per year, annualized (prorated).
- Mileage reimbursement for work-related travel. A SHC vehicle may be assigned in lieu of mileage reimbursement.
- Opportunities for professional development.
- Eligible to participate in a retirement plan via Vermont Saves.
- Free and discounted SHC products including maple syrup and pick-your-own blueberries.

An ecotone is a region of transition between two habitats - for example the place where a forest and a field meet - that is more diverse and abundant than either single habitat. Smokey House Center is dedicated to building a community that mirrors the beauty and productivity of an ecotone, where people of all races, ethnic and economic backgrounds, gender identities, sexual orientations, religions, ages, political viewpoints, lived experiences and abilities are encouraged to participate in and impact the organization's work and decision making. In order to make this possible, Smokey House Center recognizes that it will need to allocate its resources thoughtfully so that everyone involved is able to participate fully and equally in our shared work and enjoy equal access to desirable outcomes.

Visit our website at [www.smokeyhouse.org](http://www.smokeyhouse.org) to apply or scan the QR code.



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COMMUNICATIONS & ADMINISTRATIVE ASSISTANT