



Notice of Open Position

Head Start Administrative Assistant April 2025

Since 1965, Capstone Community Action has supported individuals and families in Central Vermont in achieving stability and rising out of poverty. Guided by Capstone's mission to create resilient households and communities and to advance justice in social, economic, and environmental policy, our programs and services focus on supporting individuals and families in making ends meet, building stronger families, creating warm and healthy homes, and opening doors to economic opportunity.

Position: Capstone's Head Start Program is seeking an organized and proactive part-time Administrative Assistant to join our team. This is a part time position with responsibilities for Head Start, Early Head Start, and associated programs. This position is responsible for timely and accurate administrative systems related to communications, human resources and administrative support. The Administrative Assistant will handle confidential materials relating to program participants, personnel matters, and/or legal issues that require independent judgment and the exercise of discretion.

Qualifications: The required minimum qualifications include a high school diploma or equivalent, with a minimum of 1 or more years' experience in administration, ideally with a non-profit organization. Experience working in human or community-based services or related programs especially those that impact low-income people. Customer service experience and experience using Microsoft Office products (Word, Excel, Outlook) and Adobe will be especially useful in this role.

Additional qualifications include:

- Basic proficiency with Microsoft Office applications.
- Excellent organizational and record keeping skills.
- Ability to follow written and verbal instructions and safety requirements.
- Ability to work as a respectful and constructive member within a collaborative team.
- Ability to communicate verbally and in writing in group and individual settings.
- Ability to anticipate and solve problems, make decisions, support others under pressure, and know when to escalate more complex problems.
- Ability to share knowledge and learn new skills.
- Strong attention to detail and focus on accuracy and quality in their work.
- Ability to complete basic math skills (e.g., add/subtract) accurately.
- Ability to utilize a computer and/or electronic device to effectively communicate and document information based on established practices.

Compensation & Benefits: This is a part-time, regular position with a less than 25-hour/week, and offers a competitive hourly rate of pay at \$17.98-\$20.70 per hour. Part-time positions are eligible for the Employee Assistance Program and retirement plan benefits, and may be eligible for earned sick time.

To Apply: Please send your resume and cover letter by email to jobs@capstonevt.org; applications may also be mailed via USPS mail to Capstone Community Action Human Resources, 20 Gable Place, Barre, VT 05641. *Please note that only applicants selected for an interview will be contacted.* **If you need assistance or an accommodation in the application process, please contact us at jobs@capstonevt.org or at 802-479-1053.**

Capstone Community Action is an equal opportunity employer. We value diversity and are committed to equity and inclusion in our workplace. We encourage applications from all qualified individuals and consider applications for employment without regard to race, religion, color, national origin, sex, sexual orientation, military status, age, disability, genetic information, citizenship status, or any other characteristic protected by federal, state, or local laws.