



State of Vermont
Human Rights Commission
12 Baldwin Street
Montpelier, VT 05633-6301
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[phone] 802-828-2480
[toll free] 800-416-2010

Title: Executive Staff Assistant

Location: Montpelier, Vermont

Application Deadline: July 17, 2024

How to Apply: Please email a resume and a letter of interest to HRC's Executive Director:
big.hartman@vermont.gov

The primary responsibility of this position is to receive, analyze and respond to inquiries regarding potential complaints of discrimination. It also includes traditional administrative support staff duties and other duties as assigned by the Executive Director.

Major responsibilities include:

Case Management

- Receiving and processing intake calls and inquiries by mail and email, and maintaining electronic intake logs.
- Analyzing and applying fact patterns supplied by potential complainants, making an initial determination as to whether each inquiry is within the VHRC's jurisdiction, and drafting discrimination complaints for review and approval by the Commission's Executive Director.
- Sending correspondence to parties.
- Managing electronic case files and maintaining a record of all cases at the HRC.

Office Management

- Serving as the administrative assistant to the Executive Director
- Answering the main telephone line, answering emails, and providing information and referral services as necessary.
- Providing administrative support for monthly Commission meetings by preparing materials and overseeing scheduling with parties and attorneys.
- Serving as vendor liaison and processing invoices for payment.
- Publishing news and updates to the VHRC's public website.
- Managing the day-to-day logistics of running a small office including procuring office supplies and other materials, maintaining equipment, trouble-shooting technology issues and other duties as necessary and as assigned.

Working Conditions: Duties are performed primarily at the HRC office in Montpelier with some flexibility for hybrid work. In and out of state travel is occasionally required for training and

outreach. Incumbents must be adaptable, able to multi-task, handle difficult callers with compassion and work within tight time-limits.

Knowledge, Skills and Abilities

- Sound analytical skills and the ability to learn the fundamentals of the laws enforced by the VHRC.
- Strong and effective writing skills, especially email.
- Excellent organizational skills and time management.
- Strong interpersonal skills and an ability to manage conflict.
- Ability to multi-task while paying great attention to detail.
- Proficient computer skills including Microsoft Office (Word, Excel, Sharepoint, etc.), Adobe, and other commonly used software programs.
- Ability to maintain confidentiality of case materials as required by state law.
- Ability to work well both autonomously and as a team member in a small office setting.

Minimum Requirements

Associate's Degree, Bachelor's degree or three years of demonstrated relevant experience.

Preferred Qualifications

- Experience working with diverse populations and individuals from historically marginalized communities
- Cultural awareness and sensitivity
- Understanding of trauma-informed practices
- Interest and/or education in equity and social justice work

This is a full time, EXEMPT State of Vermont position with a starting salary of \$54,000-\$57,000 depending on experience. The position is eligible for State of Vermont employee health insurance, retirement and other benefits ([see State Employee Benefits page](#)), and includes a generous paid leave package for Human Rights Commission employees.

The State of Vermont celebrates diversity, and is committed to providing an environment of mutual respect and meaningful inclusion that represents a variety of backgrounds, perspectives, and skills. The State does not discriminate in employment on the basis of race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, membership in an employee organization, family medical history or genetic information, or family or parental status. The State's employment decisions are merit-based. Retaliatory adverse employment actions by the State are forbidden.