



STATE OF VERMONT
OFFICE OF LEGISLATIVE OPERATIONS

Operations Coordinator

The Operations Coordinator provides nonpartisan support to the Vermont General Assembly through the Office of Legislative Operations. This role manages the administration of financial accounts for the Offices of Legislative Operations, Legislative Information Technology, and Legislative Counsel, and processes administrative actions for members of the General Assembly.

Minimum starting salary of \$54,225, with potential for an initial offer adjustment based on applicable qualifications and experience. We offer meaningful work, a variety of programs focusing on wellness and community, and family-friendly benefits, including pension and retirement plans, medical, dental and vision coverage, as well as paid time off.

Education and Experience:

Required:

- Associate's degree.
- 2+ years in a professional, business or accounting work environment.

Preferred:

- Bachelor's degree.
- 4+ years in an accounting, customer-service, or political business environment.

Required Skills:

- Detail-oriented and organized with proven research and administrative capabilities.
- Experience with accounts payable/receivable processes
- Excellent interpersonal and customer service skills, including a willingness to interface with all legislators, staff, and members of the public.
- Ability to remain nonpartisan in a political environment.
- Excellent written and oral communication skills.
- Adept at working effectively both independently and as a team member in an environment that is fast paced and demanding.
- Ability to maintain a flexible schedule including working extended hours.
- Proficiency in Microsoft Suite and remote-work applications (i.e. Zoom).

To apply, please submit in PDF format a resume and a cover letter explaining your interest, relevant experience, and qualifications by e-mail to: HRApplications@leg.state.vt.us. Please put your name and "Operations application" in the subject field of the e-mail. Applications must be submitted by November 8, 2024.

The Vermont General Assembly is an equal opportunity employer, and applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, disability, veteran status, or other protected category.