Talbert, Lilly

From: Talbert, Lilly
Sent: Thursday, June 06, 2013 11:13 AM
To: Talbert, Lilly
Subject: Vermont Commission on Women position opening

Vermont Commission on Women position opening

The Vermont Commission on Women (VCW) is now recruiting for a position to start July 2013.

Please note that this is a RE-POSTING of the position, and any applications that were submitted previously MUST be re-submitted in order to be considered.

VCW is an independent state commission charged with reducing discrimination and encouraging opportunities for women. Sixteen commissioners and an advisory board of organizations concerned with women's issues guide the VCW's public education, coalition building, and advocacy efforts. The open position is a blend of project management and business operations, and plays an integral role in a tight-knit team of three staff members.

This position has two primary areas of work: project responsibilities and business manager responsibilities, many of which are shared with other staff team members. Some examples of the type of work that may be done in each area are:

Project responsibilities:
Conduct research, gather data, analyze and synthesize information on the status of women from a variety of sources. Contribute to reports regarding policy, legislation, best practices and current statistics in relation to the status of women in Vermont and nationally. Communicate effectively and accurately through a variety of means (written, verbal, electronic) with diverse audiences. Represent VCW in the public and to diverse populations. Develop and cultivate relationships and partnerships on behalf of VCW with state agencies, nonprofit organizations, educational institutions, and other entities working to improve conditions for women and families. Event planning and management. Public education and outreach.

Business manager responsibilities:
Accounts payable/receivable. Budget development and monitoring. Adherence to state (and GASB) accounting standards/policies, including use of State of Vermont software. Various financial reporting (audits, etc.). Administrative support to Commission board (minutes, logistics, etc.).

The position requires a strong commitment to the principles of equity, justice, and empowerment for women, and the overall mission of the Vermont Commission on Women. Additionally, the following skills will be helpful:
Excellent written and verbal communication skills, using a variety of media. The ability to organize, analyze, and communicate important information to diverse audiences in a variety of formats. Strong interpersonal and team member skills, and the capacity for self-direction and independent work. Considerable knowledge of the principles and practices of public administration, organizational theory, principles and practices. Awareness of the legislative process in Vermont. Research skills (Internet and other). A high degree of computer literacy, with exceptional skills in MS Word and Excel. Flexibility, adaptability, and a strength in juggling multiple priorities.

To apply for the job, and to read the full qualifications, please visit the State of Vermont Human Resources website and search for "Executive Staff Assistant" for the Governor's Commission on Women. (http://humanresources.vermont.gov/careers) Please note that while we are currently the Vermont Commission on Women, the website still references our old name, the Governor's Commission on Women.

For more information, please contact Cary Brown, Executive Director, Vermont Commission on Women: cary.brown@state.vt.us.

Cary Brown | Executive Director
Vermont Commission on Women
126 State St, Montpelier VT 05633
802.828.2840 (office)
802.498.8871 (cell)
cary.brown@state.vt.us
www.women.vermont.gov