

**Smart Growth Vermont**

Title: Administrative Assistant

We are looking for an individual who is interested in assisting staff with general administrative tasks. This person would be asked to assist with fundraising mailings, database entry, filing, writing thank you notes and other administrative tasks as necessary.

Required skills include: detail oriented, good organizational and communication skills. The individual has the option to commit to a weekly or monthly schedule, or to be available when called upon.

Smart Growth Vermont, a nonprofit 501(c)(3) organization dedicated to forging growth and conservation solutions for Vermont communities and rural countryside.

**Contact Person:**

Serena Parnau

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