

Are you ready for an amazing opportunity to join an innovative program and make positive change in your community?

**Position Title: Administrative and Human Resources Manager**

**Who is Youth Services?**

Youth Services has been a highly-respected part of the Windham County of Vermont community since 1972. Our mission: working together to build resilience and be a catalyst for change. Youth Services is a supportive, creative, dynamic workplace.

***How will I make a difference?***

The Administrative and HR Coordinator plays a key role in Youth Services' mission to support youth and families to thrive in their communities by:

- Providing administrative oversight and support to the agency in order to ensure that the work of the agency flows as seamlessly as possible.
- Supporting staff as the point-person for the Human Resources team (also includes HR consultant and Executive Director) by ensuring that HR services are high-quality, follow federal and state laws, and are aligned with the core values of the agency.
- Serving as a member of the leadership team at Youth Services and to work collaboratively to further the agency's mission, vision, and core values.

**Can I see myself here?**

*We have found that our staff at Youth Services succeed when they:*

- Think systemically
- Value feedback
- Are highly organized
- Are passionate about justice and believe that everyone deserves to have their needs met
- Value collaboration that comes from working on a team
- Are tenacious problem-solvers
- Have a sense of humor and find creative ways to implement ideas
- Can change priorities quickly
- Are looking for more than just a job

**Additional Information**

Applicants should ideally have the following skills:

- Highly effective relational skills; able to fully engage others
- Strong project planning and management skills
- An understanding and respect for maintaining confidentiality

**How can I be considered for the position?**

***You can be considered for this position if you meet the following qualifications:***

- Have a BS/BA or an equivalent amount of proven and relevant field experience
- Basic bookkeeping and Google Workplace knowledge preferred

To Apply: Send resume and cover letter to [HumanResources@youthservicesinc.org](mailto:HumanResources@youthservicesinc.org) by March 14th. We will be reviewing applications on a rolling basis.

Compensation: \$22 per hour with annual cost of living increase and comprehensive benefits