



Vermont Public Health Association Operations Specialist

Date: July 24, 2026

Position Type: Independent Contractor, possibility of part-time employment.

Time Commitment: 8 hours per week (flexible, remote)

Compensation: \$35.00 per hour

About VtPHA

The Vermont Public Health Association (VtPHA) is a statewide nonprofit organization dedicated to public health education, advocacy, and mentorship. We seek a skilled, independent Operations Specialist to provide part-time contractual support across key administrative, financial, and communication functions.

Scope of Work

The Contractor will provide targeted operational support, focusing on the following core areas:

- **Financial & Bookkeeping Support:** Maintain accurate financial accounts in QuickBooks Online. Prepare standard monthly financial reports for Board review.
- **Membership Database Oversight:** Monitor the member database, process renewals, and serve as the point of contact for basic member inquiries.
- **Communications & Marketing:** Coordinate digital communications by scheduling email blasts, updating the website calendar, and posting provided content to social media channels.
- **Grant & Event Administration:** Track grant reporting deadlines, generate invoices, and provide logistical support for virtual and in-person events (e.g., setting up Zoom links, managing registrations).
- **Board & Record Governance:** Coordinate monthly Board meeting materials and agendas in collaboration with the Board Chair. Maintain organized, secure digital files in Google Workspace/Microsoft Cloud.

Preferred Skills & Competencies

- **Nonprofit Operations:** Prior experience with basic bookkeeping, QuickBooks, and membership database management.
- **Digital Proficiency:** Mastery of Google Workspace, Microsoft Office suite, and standard email marketing/social media platforms.
- **Administrative Oversight:** Experience tracking grant deadlines and managing digital records.



- **Collaboration:** Strong communication skills and comfort working with a remote, diverse Board of Directors.
- **Autonomy:** Ability to self-manage tasks effectively within a strict 8-hour weekly budget.

Inquiries

To express interest in this contract, please submit a cover letter and resume to **hr@vtpha.org** with the subject line: **VtPHA Operations Specialist**. Applications will be reviewed on a rolling basis until filled.