



VCRD Community Programs Associate ~ Job Description

The Community Programs Associate supports VCRD's community programs. The Associate must be a team player with excellent communications skills, an eagerness to learn, and a strong sense of mission in service to rural Vermont communities.

Core Responsibilities:

- Coordinate with program teams to support all aspects of program delivery for the Climate Economy, Village Trust, Community Visit and other programs.
- Support extensive community outreach and invitation to build inclusive and accessible community processes, including establishing and fostering relationships with key local leaders, stakeholders, and community members.
- Be part of the staff team at daytime and evening program meetings in rural communities around the state, providing general assistance and support with event logistics and follow up.
- Create and review program communications and outreach materials including social media posts, flyers, reports, media advisories, press releases, and other materials.
- Execute the social media strategies of the Village Trust, Climate Economy, and Community Visit programs as well as that of organization overall, with support from programmatic and organizational leadership.
- Other duties as they emerge for effective program delivery.

Desired Skills and Qualifications

- Excellent verbal, written, visual communication and listening skills.
- Ability to grasp complex community dynamics and understand the assumptions and goals of diverse stakeholders.
- Strong organizational and task management skills.
- Respect for divergent points of view and ability to balance multiple, sometimes conflicting ideas.
- A familiarity with community outreach strategies, and experience reaching out to underserved or marginalized community members.
- A knowledge of and/or desire to learn more about rural Vermont communities and the issues and opportunities that they face today.

Position Salary and Benefits

Salary range of \$45,000-\$55,000 based on skills and experience; attractive benefit package. The position is based in the VCRD Montpelier office with remote work flexibility. Regular evening meetings and in-state travel required.

To apply: email letter of interest and resume in one pdf document by 12/1/24 to info@vtrural.org.