



VCRD Community and Policy Manager ~ Job Description

The Community and Policy Manager supports all VCRD community engagement as well as leadership efforts and rural policy initiatives. The Manager 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.

Responsibilities:

Community Programs

- Work with the Community Engagement and Policy Director in coordinating and facilitating VCRD Community Visit processes throughout the state, including:
 - Establishing and fostering relationships with key local leaders, stakeholders, and community members
 - Leading community mobilization: Press, communications, and extensive community outreach and invitation to build inclusive and accessible community processes
 - Providing staff and logistical support for daytime and evening community meetings throughout Vermont
 - Facilitating community meetings
 - Writing community action plans and reports
 - Assisting with community leadership training and coaching
 - Helping to build community steering committees and visiting resource teams

Leadership Initiative

- Work with the Community Engagement and Policy Director to support, design, and coordinate the Vermont Community Leadership Network's growth, programs, and workshops
- Support, design, and facilitate Vermont Community Leadership Network peer learning cohorts

Rural Policy Initiatives

- Provide assistance in managing meetings, agendas, notes and dialogues to build consensus decisions
- Support group communications for policy efforts
- Assist in writing briefs, policy positions, platforms and reports
- Support initiatives that emerge from the Future of Vermont Action Team
- Track Legislative action on Working Lands and Vermont Proposition Initiatives as directed

Desired Skills and Qualifications:

- Excellent verbal and writing skills and ability to synthesize contributions from multiple sources
- Listening skills: Ability to grasp complex community or policy dynamics and understand the assumptions and goals of diverse community and policy stakeholders
- Talent and interest in growing experience in public process and meeting facilitation
- 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 face them today

Position Salary and Benefits:

Salary starting at \$52,000, based on skills and experience; attractive benefit package. The position is based in the VCRD Montpelier office; some remote work and scheduling flexibility with regular evening meetings; in state travel required.

To apply: email letter of interest, resume, and list of 3 references by March 10, 2022 to info@vtrural.org.