



VCRD Community Projects Associate ~ Job Description

The Community Projects Associate will work with VCRD lead staff to provide facilitation, technical assistance, coaching, resource connections, grant drafting and other support to local leaders who are driving projects forward for community and economic recovery, resilience, and renewal. The associate must be a team player with excellent project development and communications skills, an eagerness to learn, and a strong sense of mission in service to rural Vermont communities. The Community Projects Associate will provide programmatic support and technical assistance to catalyze community action to advance locally generated and prioritized ideas from Community Visits and the Community Leadership Network to clearly defined projects with a timeline, action plan, and identified funding sources.

Responsibilities:

Community Engagement Programs

Provide support for VCRD community engagement and leadership coaching processes:

- Staffing, facilitation and logistical support for daytime and evening community mobilization meetings throughout Vermont
- Establishing and fostering relationships with key local leaders, stakeholders, and community members and providing follow up and ongoing support for community initiatives through leadership coaching, technical assistance, and resource and referral services
- Providing strategic and grant development support to community leaders and task forces for the funding and implementation of community priorities

Leadership Initiative

Support local projects that emerge from members of the Vermont Community Leadership Network:

- Providing facilitative support and assistance to Network members when needed
- Supporting Network development and special project working groups
- Assisting Network members with project development, technical assistance, resource and referral services, budget development and grant writing as appropriate to projects and prioritized by VCRD staff

Required Skills:

- Excellent verbal and writing skills and ability to synthesize contributions from multiple sources
- Ability to work in service to local projects, providing logistical support, technical assistance
- Understanding of the resources and technical assistance available for community development projects and initiatives
- Project development and grant writing proficiency

Position Salary and Benefits:

Salary range \$42,000-\$52,000 based on skills and experience; attractive benefit package. This 3-year grant funded position is based in the VCRD Montpelier office and remotely; scheduling is flexible and may include regular evening meetings; in state travel required.

Please email letter of interest, resume, and list of 3 references to info@vtrural.org.