



VCRD Community Engagement and Policy Associate ~ Job Description

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

Responsibilities:

Community Engagement

- Supports the Community Visit program with extensive community outreach and invitation to build inclusive and accessible community processes.
- Mobilizes local press and social media.
- Coordinates logistics and staffs daytime and evening Community Visit meetings.

Vermont Community Leadership Network (VCLN)

- With the Community Engagement and Policy (CEP) Director, coordinates the Vermont Community Leadership Network's growth, programs, workshops, cohorts, and other initiatives.
- Tracks participation in and growth of VCLN and workshops over time.
- Leads VCLN communications, including the e-newsletter, workshop outreach and invitation, network growth, workshop library, etc.
- Supports the planning and implementation of the Vermont Community Leadership Summit.

Policy Initiatives

- Supports leadership in setting direction of rural policy councils/initiatives including the Vermont Proposition Initiative, Youth Opportunity Initiative, and other rural policy work that emerges through VCRD's efforts.
- Assists with special projects, facilitations, and requests.
- Provides assistance with rural policy meeting and council logistics, agendas, and notes.
- Leads outreach, engagement, and invitation for rural policy initiatives.
- Assists in writing policy positions, platforms, reports, and more.
- Supports the tracking of legislative action as needed.
- Provides support as needed for rural policy convenings.

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.
- 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 face them today.

Position Salary and Benefits

Salary range of \$40,000-\$45,000 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 and resume by August 15th, 2023 to info@vtrural.org.