



VCRD Technical Assistance Coordinator (Limited Service) ~ Job Description

The VCRD Technical Assistance Coordinator provides direct services and/or coordinates contracted services to support rural community leaders who are driving projects forward for community and economic development, resilience, and renewal. The ideal candidate is a team player with a strong grasp of municipal government, community engagement, facilitation, and project development strategies, particularly as applicable to small, rural communities; excellent communication skills; an eagerness to learn; and a strong sense of mission in service to Vermont communities.

Core Responsibilities:

- With other VCRD staff and key partners, develop and implement a successful and impactful program.
- Provide support for eligible communities based on need including:
 - Designing, staffing, providing facilitation and logistical support for daytime and evening community and group 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 contracted resources and referral services.
 - Helping communities prioritize and advance projects through public engagement or small group processes.
 - Providing strategic and project development support to community leaders and task forces for the funding and implementation of eligible community priorities.
- Provide direct, contracted or referred technical support for local projects in eligible areas of focus including water infrastructure, sewer infrastructure, housing, community recovery, workforce development, business support, climate change mitigation and resilience, and community and economic development.
- Coordinate and collaborate with VCRD staff across existing programs.
- Coordinate with state and regional partners.
- Create and review program communications and outreach materials including social media posts, flyers, reports, media advisories, press releases, and other materials.
- Respond in a timely manner to program inquiries with connections to appropriate staff or external partners.

Skills and Experience:

- Background in community development, municipal leadership, project development, project management, and community planning. Municipal experience is preferred.
- Excellent verbal, writing, and listening skills and ability to synthesize contributions from multiple sources.
- Diplomacy and community-building skills to build connections with implementation partners and community members and leaders. Respect for divergent points of view and ability to balance multiple, sometimes conflicting ideas.
- Ability to grasp complex community or policy dynamics and understand the assumptions and goals of diverse community stakeholders and balance those with municipal roles and responsibilities
- Ability to work in service to local projects, providing logistical support and technical assistance.
- Understanding of the resources and technical assistance available for community development projects and initiatives.
- Talent and experience in public and/or stakeholder process design and facilitation.
- Comfort with public speaking in a variety of settings.

- Experience with program design, including development, outreach, assessment, and implementation.
- Commitment to equity, diversity, inclusion, and engaging many perspectives in community discussion and decision-making.
- Strong communication and time management skills and the ability to ensure an initiative is advanced in a timely manner in collaboration with multiple partners.
- Strong organizational and task management skills.
- 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 \$60,000-\$72,000 based on skills and experience; attractive benefit package. The position is limited service with funding secured through the end of 2025. 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.