

Vital Communities
Workforce Housing Coordinator

Job Description

Mission Statement:	Vital Communities engages citizens, organizations, and communities in creating solutions to our region's challenges.
Position Title:	WORKFORCE HOUSING COORDINATOR
Responsible To:	Executive Director, initially
Date:	May 10, 2018
Status:	Exempt, Part time 20 hours/week (.5 FTE)
Location:	White River Junction, Vermont

Summary: *Carries out outreach and promotion in the Upper Valley that helps spur the development of workforce housing. Works with Vital Communities' Corporate Council and other partners to ensure towns and cities in the region have a regulatory system that supports development of workforce housing; and to raise awareness of the need for workforce housing to strengthen the region's economic vitality and foster community conversations that explore this need.*

Essential Duties and Responsibilities

- Develop and maintain expertise in housing in the Upper Valley, particularly municipal regulation that supports development of workforce housing
- Organize community conversations around housing in key selected towns
- Partner with other groups and organizations to promote workforce housing, including the Corporate Council, employers, regional planning commissions, towns and cities, economic development organizations, and others
- Plan and host business leaders housing breakfast twice annually and other occasional housing events, including arranging room, food, logistics, and sponsorships
- Assist select towns in developing or strengthening town housing committees
- Conduct or oversee review of town regulations regarding housing
- Liaise with statewide organizations in Vermont and New Hampshire promoting workforce housing
- Raise funds to support the work of the Vital Communities housing program
- Attend bi-weekly staff meetings and program manager meetings
- Other duties as assigned

Desirable Experience and Skills:

- 3+ years working in nonprofit, government, or for-profit planning or housing
- 2+ years of experience working in housing field, especially workforce housing
- Detail oriented with strong organization skills

- Able to prioritize and manage multiple responsibilities effectively on deadline
- Personable, friendly, and professional in email, phone, and written correspondence
- Excellent writing and proofreading skills
- Problem solver
- Work well independently and as part of a team
- Working knowledge of Microsoft Office suite (Word, Excel, PowerPoint)
- Experience with grant writing, development, and/or event planning a plus
- Ability to travel and to work remotely
- Ability to attend events or meetings outside of regular business day

General Expectations of All Staff

- Understand and support the mission of Vital Communities as expressed by the Board
- Greet the public through all channels of communication with courtesy and respect
- Network with allied organizations and initiatives
- Coordinate and integrate efforts with staff working on other Vital Communities programs
- Actively participate in Vital Communities' planning, evaluation, and development, including annual appeals, newsletters and annual reports, staff retreats and meetings, Board retreats and meetings (as invited), and other outreach systems, including blogs and the website
- Work in a safe manner and report any safety hazards to the Executive Director
- Maintain individual work station and office in a clean, attractive manner
- Practice good work habits of flexibility, efficiency, punctuality, dependability, and confidentiality
- Strive to upgrade existing skills and learn new ones
- Employ good communication skills by sharing information, listening to others, and giving positive input
- Work as a team member by helping others and making suggestions for improvements

Support Available to All Staff

- Opportunity to set professional development goals with supervisor
- Staff handbook updated regularly, with description of employment benefits and guidelines.

Vital Communities is an equal opportunity employer and does not discriminate on the basis of age, gender, race, religion, national origin, veteran status, sexual orientation, or disability with respect to: employment, volunteer participation, and the provision of services.