



Seeking a dynamic, community-oriented team player to join Vital Communities' growing Climate and Energy Team

Open Position	Climate Projects Coordinator
Responsible To	Energy Program Manager
Status	Fulltime (40hrs/wk), non-exempt
Location	White River Junction, Vermont (<i>remote work possible one day per week</i>)

Date Posted: May 20, 2019

Contact: hr@vitalcommunities.org

To Apply: Email cover letter and resume (PDF) and three references to hr@vitalcommunities.org. Staff will begin reviewing resumes in June. Applications will be accepted until the position is filled.

About Vital Communities

Founded in 1993, Vital Communities cultivates the civic, environmental, and economic vitality of the Upper Connecticut River Valley of Vermont and New Hampshire. We bring people together, bridging boundaries and engaging our whole community to create positive change. Climate change mitigation and adaptation are at the heart of our work. Vital Communities helped create and now coordinates the nation's first rural Transportation Management Association to reduce vehicle miles traveled in our region. Our energy team has a 10-year track record of reducing energy use and expanding renewable energy generation across all sectors. In 2017 we stepped forward to coordinate the Upper Valley Adaptation Workgroup, seeking to expand our role as a regional and national leader in developing community-based climate solutions.

Climate Projects Coordinator Position Description

The Climate Projects Coordinator will be part of a small and collaborative team, leading and supporting climate-related projects across many issue areas, particularly energy, transportation, and climate resilience.

Essential roles and responsibilities include:

- Actively participate in regular team meetings, helping to set priorities, track project status, track time spent on each project, and appropriately allocate staff time across projects.

- Lead climate-related projects of all types, sizes, and lengths, as selected and defined by the team. Project leadership may involve working with the team to develop project budgets, seek grant funding, and collect/analyze project results. Examples of projects from the team's current workplan:
 - Coordinate the Vermont Transportation Efficiency Network, managing event logistics (two meetings per year), designing and facilitating agendas, and coordinating action steps and follow up as needed.
 - Coordinate Weatherize Upper Valley campaigns, recruiting and training volunteers, recruiting contractors, coordinating outreach and events, and managing participant contact lists to track status throughout the campaigns.
- Coordinate and expand Vital Communities' climate adaptation work, providing administrative support and coordination for the Upper Valley Adaptation Work Group and subcommittees, seeking out and applying for grants (with support from the team), and designing and implementing projects with support from Work Group members. Hours budgeted for this work in the next year are limited (5 hours per week), with the opportunity to grow in future years if additional funding sources are identified.
- Work alongside team members to provide support as needed for projects led by other members of the team. Project support tasks shared by all might include preparing material for events, updating webpages, developing print/electric marketing materials, taking meeting minutes, conducting research and drafting reports, staffing outreach events, and contributing to grant proposals/reports.
- Other duties as assigned.

Desired Skills and Qualifications

- Passion for working at the community level on climate, energy, and transportation.
- Optimistic, outgoing, and positive presence when interacting with the public.
- Strong verbal, written, and visual communication skills.
- Attention to detail; efficient and effective organizational skills.
- Ability to manage several projects simultaneously while maintaining a clear sense of prioritization within and among different projects.
- Flexibility and willingness to adapt in response to emerging needs and priorities.
- Ability to work on individual projects with a great deal of personal autonomy, yet also ready and willing to collaborate on team projects.
- Desire to learn by doing and continually improve one's knowledge and skills.
- Proficiency in PC computing and aptitude for quick and self-directed learning of new software programs. The team currently uses Microsoft Office, WordPress, Google Suite, SurveyGizmo, Vertical Response, Exceed Beyond, Toggl, and Adobe InDesign.
- Access to personal transportation.
- Willingness to work occasional nights and weekends.

Desired Experience

- Work experience in the nonprofit, consulting, or other relevant sector preferred.
- Experience in community organizing, facilitation, and public outreach preferred.
- Some knowledge of relevant topics in the areas of climate adaptation, energy, and/or transportation preferred.

Desired Education

- Bachelor's degree preferred but not required.

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 identity, race, religion, national origin, veteran status, sexual orientation, or disability with respect to: employment, volunteer participation, and the provision of services.