



Seeking: Project Managers (two positions)
Focus Areas: Climate, Economy, Energy, Agriculture
Status: Regular, full-time (40 hours per week per position)
Location: White River Junction, Vermont
Hiring Range: \$23-\$26 per hour
Posting Date: April 28, 2022
Start Date: As soon as possible
To Apply: Submit a cover letter and resume to hr@vitalcommunities.org
Application Deadline: Applications will be accepted until the position is filled.

This Job in One Sentence

Vital Communities seeks two Project Managers with passion and experience in one or more specific issue areas (climate, economy, energy, and agriculture) who are particularly interested in working at the community level for community-scale change.

“... until we have some sense of how to live our solutions locally, we won’t be successful at implementing a just governance system regionally, nationally, or globally.”

[adrienne marie brown](#)
Emergent Strategy, 2017

Context: A New Chapter for Vital Communities’ Projects Team

Incorporated in 1998, Vital Communities is a nonprofit organization that cultivates civic, environmental, and economic vitality in the Upper Connecticut River Valley region of Vermont and New Hampshire. We bring people together, bridging boundaries and engaging our whole community to create positive change. Explore vitalcommunities.org to learn more.

We are an organization at an exciting turning point—re-imagining our role in inspiring and supporting equitable, inclusive, transformational, community-scale, community-led change-making. By “community” we mean any and all people who have a connection to and stake in a specific geographic place (often a village, town, or cluster of towns connected by shared resources and identity).

We are seeking two full-time project managers to implement a portfolio of current projects and to develop new projects as part of our 12-person projects team. Across both existing and emerging projects, our team is transforming the ways we work together as staff and in the community. We are prioritizing approaches that center justice, equity, diversity, and inclusion; build on and strengthen existing community-based enthusiasm and capacity; and integrate multiple issue areas. Though our vision for a new way of working is growing clearer, real change is iterative and takes time. Our team often refers to this place we are in now as the “messy

middle.” Our new project managers must be ready to roll up their sleeves and be part of shaping a new chapter of community-based change-making at Vital Communities.

Role and Initial Project Assignments

The two Project Managers hired through this process will start at the same time, work closely as a pair throughout onboarding and on certain projects, collaborate with other projects staff as part of formal and informal teams, and report to Vital Communities’ Program Directors. The new Managers will be responsible for implementing existing projects and developing new projects (from concept to implementation and evaluation) while working with the entire projects team to transform our collective work in the ways described above.

Initial project assignments for our new team include the following.

- Support our region’s 40+ municipal energy committees, connecting them with one another, related efforts, and resources, and hosting an annual region-wide gathering.
- Support, connect, and coordinate grassroots food action groups working on regional food security and food access.
- Lead design and implementation of annual Climate Change Leadership Academy and related alumni engagement, in coordination with alumni and partners.
- Provide backbone support for the Upper Valley Adaptation Workgroup, supporting Workgroup Chairs in running meetings, hosting events, and aligning the group’s efforts with their strategic vision.
- Connect youth with climate leadership programs and local mentors, resulting in community-based service-learning projects that promote climate resilience.
- Coordinate farmer cohorts focused on climate change resilience, including peer-to-peer learning opportunities and links to existing agricultural- and climate-focused networks.
- Coordinate programs to help farmers access affordable, climate-friendly farm supplies and technical assistance.
- Explore and expand models for solar generation on farms that increase farm viability and clean energy generation.
- Manage and expand Local First “buy local” programming to support thriving, locally owned businesses through business networking, collective marketing, and coordinated technical assistance

Recipe for Success as a Project Manager at Vital Communities

1. Our entire team is developing experience, skillsets, and partnerships to center **justice, equity, diversity, and inclusion (JEDI)** in our community engagement work. Examples include:
 - a. Supporting communities in embracing and engaging across difference;
 - b. Centering the perspectives and needs of community members who are not often represented or included in community-based efforts; and
 - c. Creating opportunities for a project’s intended participants/beneficiaries to directly inform project design decisions.

Successful candidates will demonstrate prior personal and professional growth with respect to understanding and centering JEDI, willingness to continue learning, and readiness to help our entire team integrate JEDI values in our work.

2. Many of the projects that will be assigned to our new Managers for the coming year (listed above) focus on the issue areas of **climate change**, community-scale **economic development, clean energy**, and **agriculture**. Successful candidates will demonstrate passion and experience working in one or more of these issue areas, as well as genuine enthusiasm for working across multiple issue areas and willingness to learn about and lead projects outside of one's own areas of experience or expertise.
3. Our projects team works mainly at the community scale, supporting residents, organizations, local businesses, and other stakeholders in realizing a shared vision for their community, including helping communities articulate shared goals and action steps toward achieving those goals. Successful candidates will demonstrate experience and passion for **facilitation**, a **collaborative approach** to project design and management, and a dedication to **working at the community level** for community-scale change.

Project Manager Roles and Responsibilities

- Thoughtfully incorporate principles of justice, diversity, equity, and inclusion into all aspects of project ideation, design, implementation, and evaluation, working collaboratively with internal and external partners to meet existing and emerging community visions and needs.
- Work with Vital Communities' Development Team to procure project funding, including management of grants, funder relationships, and contracts.
- Establish and track progress toward project goals, metrics, timelines.
- In collaboration with supervisor and Director of Finance and Administration, draft and manage project budgets, recruit and supervise staff as needed, and ensure that projects are implemented in compliance with Vital Communities policies and procedures and with grant-specific terms.
- Carry out and/or delegate all project tasks, including but not limited to event planning, event logistics, website updates, creating/printing/compiling materials, scheduling meetings, facilitating meetings, recording meeting notes, conducting research, communicating with partners, managing database records and project files, etc.
- Recruit, train, and coordinate volunteers and program participants.
- Oversee the work of any Vital Communities Project Coordinators, interns, and/or volunteers assigned to support your projects.
- Track and articulate project outcomes, producing grant reports, partner updates, and content for Vital Communities' print and web communications.
- Respectfully collect and share stories to illustrate key challenges and successes, in collaboration with Vital Communities' Communications Team.

- Ensure all projects are coordinated and integrated with other community-based projects, whether led by Vital Communities or others.
- Build and manage community partnerships, presenting an engaging, curious, humble, and optimistic presence when interacting with the public.
- Represent Vital Communities in a range of public and collaborative settings, including meetings with funders, interviews with the media, participation in networks, stakeholder meetings, and casual interactions with community members.
- Other duties as assigned.

Desired Competencies and Qualifications

- Project management (including organization, attention to detail, prioritization across multiple projects, delegation, and flexibility in response to emerging priorities)
- Facilitation (confidence and experience facilitating meetings and collaborative processes with diverse participants for the purpose of relationship building, information sharing, goal setting, and action planning)
- Communication (clear oral, written, and visual communication skills)
- Community Engagement (experience in community engagement/organizing, including experience engaging those who are traditionally marginalized or excluded)
- Research (identify, seek, and synthesize needed information)
- Ability to build collaborative relationships and foster teamwork
- Desire to learn by doing and continually improve one's knowledge and skills
- Ability to work on individual projects with a great deal of personal autonomy, yet also ready and willing to collaborate on team projects
- Proficiency in PC computing and aptitude for quick and self-directed learning of new software programs. The team currently uses Microsoft Office, Sharepoint, WordPress, Google Suite, Alchemer, Exceed Beyond, and Toggl
- Access to personal transportation and willingness to work occasional nights and weekends (when required for public engagement, stakeholder meetings, etc.)

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

All Vital Communities staff are based out of home offices until further notice due to the COVID-19 pandemic. Staff do have the option to reserve desk space in the office as needed, as long as current capacity limits are observed. After the pandemic, our teams will be based in White River Junction, Vermont, likely with the option of remote work several days per week.