

VERMONT HOUSING AND CONSERVATION BOARD
Vermont Farm & Forest Viability Program
JOB DESCRIPTION

Position: VT Farm & Forest Viability Program Assistant
Reports to: Viability Program Manager
Classification: Regular, full-time, exempt

Are you interested in joining a team of dedicated colleagues in a collaborative and mission-based working environment? At VHCB we are making a significant impact creating affordable housing for Vermonters, conserving and protecting Vermont's farms and forests, and growing sustainable working lands businesses. The Vermont Farm & Forest Viability Program is an innovative and thriving VHCB program that provides in-depth business coaching to over 100 farm and forest businesses a year, through partnering with organizations including the Intervale Center, NOFA-VT, UVM extension, the Center for an Agricultural Economy, and Land For Good. We also run grant programs that help improve water quality and invest in working lands infrastructure.

Position Summary:

The Program Assistant is a full time, 40 hour per week position supporting the administration of the Vermont Farm & Forest Viability Program. This is a dynamic position that works collaboratively with all Viability Program team members to keep our program running smoothly and delivering excellent programming to farm and forest clients. Our program works closely with a wide variety of farm, food, and forest-focused organizations across the state and this role will include engagement with statewide partners on critical issues in the working landscape.

Responsibilities:

1. Data Collection, Management, and Evaluation

- Collaborate with Viability team to gather data and financial metrics from farm and forest clients through applications, business plans, and program evaluations
- Manage application and evaluation templates and assist in the development of online application and evaluation tools
- Work with Viability team to analyze data sets and report to funders. This program has an extensive data set of economic indicators on the working landscape.

2. Communications, Outreach, and Marketing

- Conduct site visits to farm and forest businesses that have engaged with our program to collect data, impact stories, and photos/videos
- Draft communications materials for outreach and grant reporting utilizing existing data and success stories
- Craft social media posts and other online outreach
- Assist with website updates and maintenance
- Assist with annual report to Vermont State Legislature and other reports to funders
- Attend events to connect with potential clients and statewide partners

3. Grants and Contracts Administration

- Organize and review grant applications, ensure applications are complete, and participate in the grant review committee process
- Support the development of grant and contractual documents
- Provide guidance and feedback to new contractors and grantees to ensure that they can meet our contracting and grant-making requirements

4. Additional tasks:

- Work with Viability team to expand and deepen VHCB's justice, equity, diversity, and inclusion practice
- Participate in VHCB-wide initiatives and professional development
- Develop presentations for the Vermont Legislature
- Work on special projects as assigned

Qualifications: The Program Assistant should be someone who thrives in a team-based work environment, loves managing data and keeping projects organized and on track, and is a problem-solver. We are seeking an individual with the following qualifications:

- Minimum of 1-3 years of experience in the working lands sector (farm and forest economy)
- Excellent written and verbal communication, organizational skills, attention to detail, and ability to manage many concurrent projects in a busy environment
- 1-3 years of experience with program administration is preferred
- Experience working with data sets, data visualization, and databases
- Cooperative and communicative attitude as well as strong interpersonal skills
- Proficiency with Microsoft Office suite
- A valid driver's license is necessary, as some travel is required
- Photography, graphic design, and/or website management experience preferred
- A commitment to the mission of the Vermont Housing and Conservation Board

VHCB encourages applications from people of all races, religions, national origins, genders, sexual orientations, gender identities, gender expressions, and ages, as well as veterans and individuals with disabilities.

Salary & Benefits: This is a full-time (40 hr/week) position with a salary range of \$48,000-\$51,000. This position will include a mix of remote and in-person work. Excellent, comprehensive benefit package included.

To Apply: Please send letter of interest and resume to jobs@vhcb.org by August 26th, 2022.