



Program Coordinator

Sustainable Woodstock (SW) is a non-profit community and environmental action, education and activism organization. We work on a variety of projects designed to equip our local and regional communities to meet the challenges of a changing world. We encourage communities and residents of diverse backgrounds to incorporate wise environmental, economic and socially responsible practices into their daily lives. Our initiatives include projects aimed at reducing fossil fuel use, spreading the use of renewable energy, increasing community and residential recycling, promoting economic development, encouraging community gardening, and increasing food security and reliance on local foods. We have worked with more than sixty partners, including non-profit organizations, municipalities, schools and businesses. Our outreach spans the Upper Connecticut Valley region and beyond, including our home base in Woodstock as well as Barnard, Bridgewater, Brownsville, Hartland, Killington, Plymouth, Pomfret and Reading. We believe strongly that the intersection of the climate crisis and the movement for racial and environmental equity has made clear and present the connection between social justice, environmental stewardship and the critical need to provide equal opportunities for living sustainably. We are truly all in this together.

Job Description: The Program Coordinator's primary responsibilities include, but are not limited to:

- Conceptualizing, planning, promoting, advertising and marketing Sustainable Woodstock programs, events and initiatives to our service area, including the [Upper Valley Climate Change and Sustainability Film Series](#) and [Green Drinks](#) educational series;
- Actively engaging constituents with promotions and marketing through social media, Sustainable Woodstock's website (WordPress), newspapers, listservs, numerous digital platforms, online calendars (regional and statewide in VT and NH), etc.;
- Writing a monthly article for the *Vermont Standard*;
- Assisting the Executive Director with program-related fundraising, including corporate sponsorships, grant-writing and reporting;
- Helping to oversee the work of the Community Garden Coordinator;
- Coordinating the Sustainable Woodstock Energy Action and Transportation Action Group, hosting and attending initiatives with group volunteers;
- Managing the annual [Window Dressers](#) community build;
- Recruiting and coordinating volunteers for special events;
- Collaborating with the Executive Director to maintain existing relationships with municipalities, regional energy groups (e.g. Hartland, Barnard, Windsor, West Windsor) and other non-profit and regional partners (e.g. COVER Home Repair, SEVCA, Two Rivers-Ottawquechee Regional Commission, Efficiency Vermont, VECAN etc.), in addition to fostering new partnerships;
- Assisting with the design and implementation of evaluation tools for tracking and assessing the effectiveness of Sustainable Woodstock's programs, workshops, events and initiatives.

Reports to the Executive Director

Location: Woodstock, VT (option for remote work for a significant portion of the work week)

Hours & Compensation: A full-time, hourly position compensated at the rate of \$20.00/hour at 40 hours/week (\$41,600/year). Some evenings and weekends required for meetings, special programs and events.

Benefits include maximum annual contribution to employee Health Savings Account, 4% of annual salary contributed to SEP IRA, 5 paid personal days and 5 sick days/year, 2 weeks of paid vacation/year, and the following paid holidays (in alignment with VT State holidays):

- New Year's Day (January 1)
- Martin Luther King Day
(3rd Monday in January)
- Presidents' Day (February 12)
- Town Meeting Day
(1st Tuesday in March)
- Easter
- Memorial Day
(last Monday in May)
- Independence Day (July 4)
- Labor Day
(1st Monday in September)
- Indigenous Peoples' Day
(2nd Monday in October)
- Veterans' Day (November 11)
- Thanksgiving Day
(4th Thursday in November)
- Christmas Day (December 25)

Start Date: September 1, 2023

To Apply: submit a cover letter, resume, and three references to hire@sustainablewoodstock.org

Application Deadline: August 1, 2023. The position will remain open for applications until it is filled.

Desired Experience:

- Community organizing experience;
- Expertise in the environment;
- Extensive background and experience in public programming and education, including design, planning, organization, management, outreach and marketing;
- Proven experience presenting to a variety of audiences, including public speaking and writing;
- Familiarity working with diverse members of the public, including low-income community members.

Desired Competencies/Skills

- Strong interpersonal skills working with staff, volunteers, board members & the general public;
- Knowledge of ecological principles, especially regarding climate change and the dynamic aspects of the relationship between people and the environment;
- Excellent ability to prioritize time and resources;
- Proven track record planning detailed objectives, meeting goals & completing projects on time;
- Ability to multi-task and move multiple projects forward;
- Comfort working independently;
- Strong skills in writing and verbal communication;
- Experience communicating with audiences of diverse ages, backgrounds and levels of expertise;
- Strong skills and a facility for extending program outreach through online and digital communications platforms, including social media (Facebook, Instagram and Twitter) and website (WordPress);
- Background in designing, implementing and evaluating programs and events for diverse audiences;
- Fund raising and grant reporting;
- Experience with non-profits;
- Creativity, energy, enthusiasm and a sense of humor!

Qualifications

- Minimum of two years of experience working in program planning, outreach & implementation;
- Experience working with an organization engaged in public outreach, education and community engagement;
- Bachelors Degree in environmental studies, community organizing and/or field(s) related to the varied job responsibilities of the Program Coordinator or relevant equivalent work experience;
- Experience researching and writing articles for the general public.

Equal Employment Opportunity Policy

Sustainable Woodstock provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.