

## United Way of Northwest Vermont

**Join** one of the Best Places to Work in Vermont. United Way of Northwest Vermont is hiring an Education & Learning Coordinator for the Common Good Vermont program (CGVT). Are you passionate about nonprofits, professional development, and supporting the common good? This new position works with CGVT's Director to provide high-quality educational programming to nonprofit professionals while supporting CGVT's work serving Vermont's nonprofit sector.

We invite you to bring your unique experience to the Common Good Vermont team. In this role, you will:

- Work closely with the CGVT Director to develop inclusive training strategies and curriculum in support of the program goals.
- Work with trainers and vendors to coordinate and facilitate in-person and online training.
- Provide administrative oversight and logistical support for participants and trainers in all CGVT programs.

At UWNWVT, our mission is to build a stronger Northwest Vermont by mobilizing our community to improve people's lives. Our wide range of employee benefits reflects that commitment by investing in the overall well-being of our staff. We actively foster an inclusive and welcoming culture and offer benefits including health, dental, and vision insurance; generous paid vacation time; 403 (b) contributions; hybrid and flexible schedules; a robust wellness program and more.

To apply, candidates should send via e-mail a resume and cover letter by 02/24/2023 to: [hiring@unitedwaynwvt.org](mailto: hiring@unitedwaynwvt.org).



**United Way of  
Northwest Vermont**

**POSITION TITLE:** Common Good Vermont Nonprofit Education & Learning Coordinator

**EMPLOYMENT TYPE:** Full Time, Non-Exempt

**UNIT ORGANIZATION:** Community Impact

**REPORTS TO:** Common Good Vermont Director

**Salary:** \$40,000 - \$50,000

### **PURPOSE OF POSITION:**

The Education & Learning Coordinator for Common Good Vermont is responsible for coordinating CGVT's statewide nonprofit certificate and cohort learning programs. As a member of the CGVT Team, the Coordinator works with the CGVT Director to provide high-quality education programming to nonprofit professionals while supporting CGVT's work serving Vermont's nonprofit sector.

### **KEY RESPONSIBILITIES**

Key responsibilities for this role include but are not limited to:

#### Program Coordination:

- Provides coordination from start to finish for CGVT's nonprofit certificate and cohort learning programs.
- Assists CGVT Director in developing inclusive training strategies and curriculum in support of program goals.
- Works with trainers and vendors to coordinate and facilitate in-person and online training.
- Supports the CGVT team with program logistics, such as curriculum guidance and populating event platforms with program content and updates.

#### Administration:

- Responsible for the certificate program application process, including but not limited to promotion, outreach, and sales.
- Provide administrative oversight and logistical support for participants and trainers in all CGVT programs.
- Invoicing and recordkeeping for nonprofit certificate and cohort learning programs.

#### Communications:

- Coordinate content, copywriting and posting to the CGVT website, VT Nonprofit Newsletter, VT Nonprofit Training Calendar, and other online publications and resources in support of the certificate and cohort learning programs.

### **SUPERVISION**

There are no direct supervisory responsibilities, but this position works with consultants, vendors, and volunteers.

## **QUALIFICATIONS**

- A minimum of two years of demonstrated experience in adult education and curriculum planning in a nonprofit or academic setting. Applicable education will be considered in lieu of experience.
- Active working knowledge of Vermont's nonprofit sector and/or nonprofit organizations.
- Exceptional customer service skills with the ability to establish and maintain effective relationships with individuals and organizations.
- Exemplary time and project management skills.
- Strong facilitator with excellent listening and effective speaking skills in both in-person and virtual settings.
- Experience with learning management platforms (Teachable, Moodle) and content management platforms (WordPress, Survey Monkey) is a plus. Proficient with Microsoft Excel, Word, and PowerPoint.
- Familiarity with online training and meeting tools (Microsoft Teams and Zoom) with strong virtual meeting facilitation skills.