

Sub-committee: Hiring
Land Access and Opportunity Board
July 7th, 2023, 9:30 – 10:30a.m.
Meeting Facilitator: Natanya Vanderlaan

Attendee	Present	Not Present
Board	<ul style="list-style-type: none"> • Dan Coutu, VT Commission on Native American Affairs (VCNAA) • Pasifique Nsengiyumva, US Committee for Refugees and Immigrants (USCRI) 	<ul style="list-style-type: none"> • Brian Cina, National Association of Social Workers (NASW) • Raheemah Madany, Pride Center of Vermont • Pastor Arnold Thomas, Vermont Racial Justice Alliance (VRJA) • Shingai Kagunda, Vermont Every Town Project • Britaney Watson, NAACP • Samantha Langevin, Vermont RELEAF Collective • Vermont Psychiatric Survivors (no active board member) • Xusana Davis, Office of Racial Equity • Kirsten Murphy, Vermont Developmental Disabilities Council
Board Alternates		<ul style="list-style-type: none"> • Rev. Mark Hughes, VRJA • Jennifer Morton-Dow, Vermont Releaf Collective • Rich Holschuh, VCNAA • Ashley Devereaux, NASW • Kenya Lazuli, Vermont Every Town Project
Guests & Public	<u>Public:</u> None	<u>Guests:</u> None

Agenda & Notes

1. Meeting Convened by Facilitator, Natanya Vanderlaan @ 9:32 AM	
2. Introductions	<ul style="list-style-type: none"> • Name, Nominating Organization • Prompt: Check in - Hello
3. Updates	<ul style="list-style-type: none"> • Board approved hiring process and voted to use Manager title for hire position
4. Process	<ul style="list-style-type: none"> • Drafting Manager position description (see below)

5. Gathering Next Steps	<ul style="list-style-type: none">• Continued processing of Manager position description
Meeting Adjourned at 10:30 am	

LAOB Manager Position Job Description

The Land Access Opportunity Board has launched a search for its first staff-person. In this role, the Manager will be responsible for supporting internal community building and network Collaboration.

This Manager will be responsible for planning and execution of plans made by the LAOB. This would involve collaboration with other state organizations as well as non profits and other appropriate organizations to be identified within the state of Vermont.

This role will serve as the administrative backbone to the LAOB's internal processes.

This is a full time position (40 hours/week), reporting to the LAOB directors.

There is some flexibility in actual working hours. Access to reliable personal transportation is required for this role (mileage reimbursement available). This position is mostly remote with some in-person meetings and in-state travel required. Ideal candidates will be willing and able to work occasional evenings, specifically

to support the LAOB during evening meetings and to participate in committee meetings. The compensation range is _____ depending on experience and qualifications, and benefits include: paid time off, health and dental insurance, and retirement matching funds. This is a permanent position, contingent on funding.

The LAOB is committed to building an inclusive organizational culture and encourages people from all backgrounds to apply.

We are an equal opportunity employer....

Administration

Liaise with the Board of Directors on a regular basis about network updates and community happenings

1.LAOB Network

- Work with the LAOB to develop strategy and goals for advocacy and representation
- Maintain up-to-date guidelines, policies, procedures for fulfilling and maintaining LAOB programs.

_____ pausing point (7.7.23)

