

**Sub-committee: Hiring**  
***Land Access and Opportunity Board***

**August 3, 2023, 9:00 – 9:345 a.m.**

Meeting Facilitator: Natanya Vanderlaan

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

**Agenda & Notes**

● <b>Meeting Convened</b> by Facilitator, Natanya Vanderlaan @ 10:00 AM		
● <b>Introductions</b>	<ul style="list-style-type: none"> <li>● Name, Nominating Organization</li> <li>● Prompt: Check in</li> </ul>	
● <b>Updates From Action Items</b>	<ul style="list-style-type: none"> <li>● Overlooking documents</li> <li>● Preparation for presentation to board 8/7</li> </ul>	

	a. Review of Job Structures 1A and 2A	
<ul style="list-style-type: none"> <li>● <b>Timeline &amp; Goal Setting</b></li> </ul>	<ul style="list-style-type: none"> <li>● Sharable draft for review in preparation for next Board meeting 8/7</li> </ul>	See Below
<ul style="list-style-type: none"> <li>● <b>Gathering Next Steps</b></li> </ul>	Discussion: How to present information to Board	<p>Samantha will do Job Description share out  Dan - Suggests Intro ppt followed by shared doc</p> <p>Samantha - Split this into two docs  Jennifer - I want to make sure that individuals who might be overlooked are considered for this position.  Dan - The job description is a way to get people into the door that we can talk to  The wording needs to engage the people that would be good candidates</p> <p>position titles, qualifications for each  How do we best decide that in a decision point?</p> <p>Powerpoint lead in overview  Here's the document</p> <p>If we agree on these roles and descriptions - what is missing</p> <p>Is there anything missing from this role purview?</p> <p>Samantha - Facilitation tool - will,  might, whats missing  won't - wordsmithing</p>
<b>Meeting Adjourned at 9:44 am</b>		

## **LAOB Manager Position Job Description**

### **Roles and Responsibilities - Program Director**

#### **1. Program Development & Management**

- Research and develop grant programs and technical services to promote home and land ownership for personal and commercial purposes for systematically marginalized people in Vermont.
  - Conduct research on legal frameworks for state and federal funds to be used for repertory grants and funds and alternative land ownership models.
  - Maintain up-to-date guidelines, policies, and procedures for fulfilling and maintaining LAOB programs.
- Collaborate with Advocacy & Engagement Director to design and execute outreach to community members from historically marginalized and disadvantaged communities in conjunction with the board.
- Supervise programmatic staff and LAOB to facilitate equitable access to housing, land access and land-based enterprises.
- Direct consultant contracts with technical assistance providers, including housing and land access navigators and translator services, who match the qualifications, and who are able to provide the services called for, under 10 V.S.A. Sections 325u(f)(2)-(3)
- Data collection and management to evaluate progress towards goals

#### **2. Partnerships**

- Develop strategic partnerships to integrate LAOB programs into state funding for home and land ownership
- Work with the LAOB and VHCB network to identify gaps and overlaps in existing offerings to build partnerships or guide programs.
- Manage and maintain an inventory of government and nonprofit programs and resources
- Management and promotion of educational resources related to the goals of the LAOB.

#### **3. Program Fiscal Management**

- Work with Advocacy & Engagement Director to promote and seek funding for LAOB programs
- Work with Advocacy & Engagement Director, VHCB and LAOB to create and approve Annual Budget that represents and meets programmatic goals.
- Oversight of the financial reporting and management systems with VHCB for LAOB programs

### **Shared Responsibilities Include**

#### **3. Board Management**

- Set agendas and co-facilitate regular meetings
- Develop supporting materials for policy development, service guidelines, and program review.
- Work with the LAOB to strategize and implement goals

#### **4. Other tasks and special projects:**

- Serve as the LAOB Representative (at meetings, gatherings, etc) of the LAOB
- Participate in state and regional networks and provide relevant recommendations and reports for LAOB review.
- Aid in the creation of legislative reports and presentations to the legislature

- Serve as a conduit with legal counsel for LAOB

## **Qualifications**

### **Program Development & Management**

- Strong collaborative skills
- Project management skills
- Ability to manage multiple projects and collaborators while keeping the long arc of this work in mind
- Experience with fiscal oversight,
- Community organizing experience
- Experience with social research methods

### Preferred

- Professional Experience in areas related to the board's work (land access and land use policy and programs, housing and homeownership programs, and equity)
- Experience working with and for stakeholders and people with marginalized identities & backgrounds
- Lived experience with issues of access to land, housing, marginalization, and/or community organizing

### Helpful

- Experience working for or with state stakeholders
- Familiarity with policy and programmatic legal contracts

### Physical Demands

- Work involves movement for brief periods, including but not limited to bending, filing, giving presentations, but performs most duties from a seated or standing position.
- There is potential for eyestrain from reading detailed materials and computer screens. Work requires finger dexterity and eye-hand coordination to operate computer keyboards at a high skill level.
- Deadlines, workloads during peak periods, and changing priorities may cause increased stress levels.

## **LAOB Manager Position Job Description**

### **Roles and Responsibilities - Advocacy and Engagement Director**

## **1. Advocacy**

- Develop strategy for state appropriations and policies that represent core issues relevant to LAOB work
  - Data collection and management to evaluate progress towards goals
  - Supervise staff, LAOB and stakeholders in execution of advocacy strategy
  - Build partnerships and participate in coalitions to promote LAOB's role in equitable home and land ownership
- Aid in the creation of legislative reports and lead presentations to the legislature
- Collaborate with the Program Director to design and execute outreach to community members from historically marginalized and disadvantaged communities in conjunction with the board.

## **2. Communications & Engagement**

- Develop strategic communications plan to maintain relevance and access to potential applicants
  - Supervise staff and consultants to design and maintain web presence and outward facing content (social media, press releases, interviews, etc.)
  - Work with the Program Director to gather content for external communications
- Participate in coalitions that engage with stakeholders and community members to promote shared policy goals for equitable home and land ownership
- Create educational and outreach materials about the LAOB's programs for potential applicants and partners stakeholders.
- Work with the Program Director to field inquiries to the LAOB and make referrals to the LAOB or external programs when necessary.
- Supervise staff and LAOB to facilitate community outreach and engagement for LAOB programs

## **Shared Responsibilities**

### **3. Board Management**

- Set agendas and co-facilitate regular meetings
- Develop supporting materials for policy development, service guidelines, and program review.
- Work with the LAOB to strategize and implement goals

### **4. Other tasks and special projects**

- Serve as the LAOB Representative (at meetings, gatherings, etc) of the LAOB
- Participate in state and regional networks and provide relevant recommendations and reports for LAOB review.
- Serve as a conduit with legal counsel for LAOB
- Direct consultant contracts, who match the qualifications, and who are able to provide the services called for under 10 V.S.A. Sections 325u(f)(2)-(3)

## **Qualifications**

### **Advocacy & Engagement**

- Strong collaborative skills
- Communication - excellent written and verbal skills
- Flexible and creative in problem solving

- Code switching, understanding of social dynamics
- Familiarity with legislature and government framework
- Demonstrated history of creating and sustaining inclusive work culture
- Strong understanding of equitable program and policy implementation

#### *Preferred*

- Professional Experience in areas related to the board's work (land access and land use policy and programs, housing and homeownership programs, and equity)
- Experience working with and for stakeholders and people with marginalized identities & backgrounds
- Lived experience with issues of access to land, housing, marginalization, and/or community organizing

#### *Helpful*

- Experience working for or with state stakeholders
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