

VERMONT HOUSING AND CONSERVATION BOARD
Vermont Farm & Forest Viability Program

Job Description

Position: Program Assistant

Reports to: Viability Program Coordinator

Classification: Temporary, part-time

Position Summary:

The Program Assistant is a temporary, part-time position, supporting the administration of the Vermont Farm & Forest Viability Program at the Vermont Housing & Conservation Board in Montpelier. The Viability Program provides business planning and technical assistance to 150 farm, food and forest-products entrepreneurs per year to enhance profitability, viability and long-term success. The Viability Program also provides competitive grants to farmers to implement on-farm water quality improvements. This is an administrative position working closely with the Program Coordinator and Outreach & Communications Coordinator to provide: grants and contracts administration, data management, communications support, and other support as needed. It is a temporary, 20 hrs/week position, ideally starting February 1, 2021. It is secure through August.

Responsibilities:

1. Data Collection, Management & Evaluation

- Collaborate with Viability staff team to gather data and financial metrics from clients including from client applications, business plans, and program evaluations
- Manage application templates and assist in the development of online application tools
- Data management and evaluation; entry of data in database

2. Grants and Contracts Management

- Organize and review grant applications, ensure applications are complete
- Support Viability staff to manage contracts with new contractors providing business assistance services: gather and file supporting documents, draft contract documents, monitor progress, receive and file reporting documents
- Provide guidance and feedback to new contractors; regularly communicate and coordinate with contractors to gather data and meet reporting needs

3. Communications Support

- Draft communications materials for outreach and grant reporting utilizing existing data and success stories
- Craft social media posts
- Support Viability staff on site visits with grantees and clients

4. Additional tasks:

- Filing electronic documents

- Work with Viability team to expand and deepen the Program's Diversity, Equity & Inclusion (DEI) commitments and practice
- Work on special projects as assigned

Organization Description: The Vermont Housing and Conservation Board is a public instrumentality of the state, established by the Vermont legislature in 1987 to create affordable housing, and to conserve farms, forests and recreational lands, historic properties, and natural areas. The Vermont Farm & Forest Viability Program was established at VHCB in 2003 to provide business assistance to working lands entrepreneurs and improve the viability of our farm and forest sector enterprises.

Compensation: This is a temporary position at 20 hours/week and an hourly rate of \$16/hour.

To Apply: Please send letter of interest and resume to Laurie Graves, VHCB, 58 E. State St, Montpelier, VT 05602 or email laurie@vhcb.org. Applications due January 22nd.