



Job Title: Communications Associate
Reports to: Senior Communications Manager
Status: Part time (25-30 hours a week)

Position Summary: The Communications Associate is responsible for producing core communications materials for the Foundation and its associated funds: press releases, social media, website, blogs, newsletters, reports, and correspondence. This position will also help improve intra-office communication by recommending and/or creating new processes and help coordinate events on an as-needed basis.

Primary responsibilities:

- Develop, write, edit, and produce the Foundation’s core materials and also for various funds (Samara, Vermont Women’s Fund, Northeast Kingdom Fund, Addison Community Athletics Foundation): email newsletter and announcements, website, press releases, social media, blogs, letters and appeals, reports, and other collateral as needed.
- Write and edit web content.
- Project management including timelines, resource allocation, budgets, and vendor management (designers, copy editors, printers).
- Work with staff to develop clear, consistent messaging across Foundation outreach and event materials.
- Assist with event coordination as needed.
- Advise on programs and initiatives where communications tools and strategies play a role.
- Collect and develop narratives that convey the Foundation’s successful work.
- Build and maintain good working relationships with key Vermont media contacts.
- Work with colleagues to determine distribution lists for communications materials.
- Maintain communications calendar and archives.
- Coordinate processes to gather feedback from constituents and customers.

Experience and personal qualities:

- 5+ years work experience, preferably in a communications or marketing role.
- Bachelor’s degree.
- Excellent written and verbal communications.

- Public relations experience - working with the media, writing press releases, placing stories, and/or landing interviews.
- Website development and using content management products.
- Ability to be flexible and calm.
- Ability to reprioritize on a daily basis.
- Exceptional organizational skills, detail oriented, dependable.
- Email marketing experience – using tools like Constant Contact or Mail Chimp.
- Social media content development and management: Facebook, Twitter, LinkedIn, Google Plus, Hootsuite.
- Graphic and desktop publishing experience: Photoshop, InDesign especially useful.
- Portfolio that includes high-quality print and/or online materials.
- Ability to develop and manage budgets.
- Ability to manage freelance contractors.
- Ability to work independently to manage projects and keep to deadlines without sacrificing quality.
- Commitment to collaboration, teamwork, and personal growth.
- Commitment to the Foundation’s mission and to its core values of trust, warmth, and curiosity.
- A sense of humor.

Beneficial Skills and Experience:

- Community foundation experience.
- Nonprofit experience.

The Vermont Community Foundation is an equal employment opportunity employer and offers a competitive salary with excellent benefits.

Please email a cover letter and resume to: humanresource@vermontcf.org

Or mail to:

The Vermont Community Foundation
 Attn: Human Resources
 3 Court Street
 Middlebury, VT 05753