Job Title: Communications Associate  
Reports to: Communications Manager  
Status: Full-time

Position Summary: The Communications Associate is responsible for supporting a variety of marketing projects and events that advance the organization’s mission. This position reports to the Communications Manager but works across all departments to produce communications materials for the Foundation and many of its more public component funds (e.g., the Samara Fund, the Vermont Women’s Fund, the Northeast Kingdom Fund, Addison Community Athletics Foundation, and others). The successful candidate will be an excellent writer, be fluent with various social media channels, enjoy working with people, and have exceptional attention to detail.

Primary responsibilities:

- Work with the Communications team to produce, edit, and distribute communications materials, including press releases, reports, digital newsletters and announcements, letters and fundraising appeals, and other collateral materials as needed
- Develop project timelines and schedules in partnership with staff leads and teams
- Maintain the Foundation’s social media presence
- Produce and edit web content on various websites associated with the Foundation
- Build and maintain good working relationships with key Vermont media contacts
- Assist with event coordination as needed
- Coordinate vendor activities
- Develop and collect stories that convey the Foundation’s successful work and promotes its mission, vision, and values
- Maintain communications calendar
- Assists other team members when appropriate, contribute to special projects as they emerge, and participate in the administrative needs of the department.
- Reception/phone/general email/mail duties
- Other duties as assigned

Experience and Abilities:

- 3+ years work experience, preferably in a communications or marketing role
- Associates degree or higher
- Excellent written and verbal communications
• Exceptional organizational skills, detail oriented, dependable
• Ability to work independently to manage projects and keep to deadlines without sacrificing quality
• Experience with media, writing press releases, placing stories, and/or landing interviews
• Social media content development and management including: Facebook, Twitter, LinkedIn, Hootsuite
• Experience with website development and content management platforms
• Email marketing experience – using tools like Constant Contact or Mail Chimp
• Enjoy working with people; an ability to be flexible and calm in a fast-paced environment
• Ability to reprioritize on a daily basis
• Graphic and desktop publishing experience: Illustrator, Photoshop, InDesign especially useful
• Portfolio that includes social media and writing samples

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:** humanresources@vermontcf.org

Or mail to:

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