



**SerVermont VISTA Volunteer & Outreach Coordinator Position 2022-2023
at Vermont Works for Women**

Vermont Works for Women (VWW) promotes economic justice by advancing gender equity and supporting women and youth at every stage of their career journeys. VWW engages women, girls and gender-expansive individuals in innovative career education and exploration programs to help them overcome barriers, build confidence, and prepare for meaningful employment. We are seeking a VISTA member for the 2022-2023 year to help us with partnership and volunteer management across the organization.

Develop Relationships & Create Partnership Tracking System

VWW manages a number of partnerships, but often there is little coordination between various programs in the organization, even when reaching out to the same potential partner. VWW is also expanding into parts of the State where we have not had programming in the past or where very little programming has existed. The VISTA member will help develop partnerships for our programs and coordinate shared partnerships among programs. Duties include:

- Work in close communication and coordination with the Director of Programs & Gender Equity Services to identify and reach out to organizations, community groups, businesses and others to build relationships. Where potential partnerships exist, the VISTA member will arrange an introduction with a VWW staff person to ensure continuity of relationship.
- Create an organization-wide system to track partnerships.
- Create a system to manage employer inquiries and job opportunities.

VWW hopes to achieve the following through this workplan:

- Recruit and serve a more diverse client base.
- Develop strategic partnerships to enhance programming, such as identifying potential Trailblazers hand's-on project partners.
- Develop new relationships in regions where our programming is emerging and growing.

Recruit Volunteers and Expand Volunteer Systems Organization Wide

In the last two years, the VISTAs assigned at VWW have created a very successful volunteer Career Mentor Network including creating systems to track, recruit and train volunteers for the Career Mentor Network. VWW also engages volunteers for speaker series, our annual conference for high schoolers, and more. The VISTA will help:

- Enhance and centralize the current volunteer recruitment and tracking systems to be able to be used for all of our programming.
- Compile volunteer needs in the organization and match volunteers to opportunities.

- Create volunteer training and recognition opportunities.

VWW hopes to achieve the following through this workplan:

- Recruit 130 volunteers.
- Centralize volunteer recruitment for the organization.
- Increase the number of VWW programs that successfully integrate volunteers.
- Simplify volunteer recruitment and management so that it does not require too much staff time in the future.

Additional Information

This is a full-time VISTA position running from August 2022 through August 2023. VISTA provides members with a \$18,177 living allowance, relocation allowance, and up to \$6,345 in education award among other benefits. In addition to the VISTA living allowance, VWW will provide a monthly \$50 gift card to gas or groceries. VWW reimburses mileage expenses at the IRS mileage rate. Some travel may be required to reach VWW program locations or partners.

To apply, please send a resume and cover letter in pdf format to jobs@vtworksforwomen.org. The position will remain posted until filled.