



## Community Program Officer Job Description

The Community Program Officer works as one member of a cohesive team to develop, implement, and evaluate the day-to-day operations of Vermont Humanities' public humanities programs. The officer serves as team lead/project manager for several programs but works in collaboration with team members to implement the projects. Vermont Humanities is well-known across the state for innovative programming and partnerships including Vermont Reads, First Wednesdays Lectures, Humanities Camps, and book groups for veterans, health care providers, and the general public. This position also participates in development activities in support of our public humanities programs including data collection, grant research, writing, and reporting, program underwriting, and fundraising meetings and events as requested. This position reports to the Director of Programs and is responsible for the tasks delineated here and other duties as assigned.

**The successful candidate can negotiate for a flexible work schedule of between 32-40 hours per week. The position is based in our home office in Montpelier. Candidates will work in the office at least two days per week when covid protocols allow. Program officers may also work at home and in the community.**

Vermont Humanities is committed to creating an inclusive workplace that promotes and values diversity. We strive to be diverse in age, gender identity and expression, race, sexual orientation, physical or mental ability, ethnicity, and perspective. Our goal is to build and maintain an organization where everyone can do their best work. We believe that people of color, people from working class backgrounds, women, people with disabilities, and LGBTQ+ people must be centered in the work we do. We strongly encourage applications from people with lived experience in these communities or from other marginalized backgrounds.

### Job Duties

#### *Relationship Building*

- Effectively deliver programs to our existing constituency, while also broadening our audience to reach Vermonters of all backgrounds, abilities, and interests.
- Develop current and innovative networks to engage new community partners, audience members, and supporters in our programming.
- Maintain and develop relationships with current and prospective presenters, facilitators, partner organizations, and the general public.
- Independently provide administrative guidance, technical assistance, content advice, and answers to program participants and presenters, with complete knowledge of Vermont Humanities' mission, guidelines, and protocol.
- Research and connect with potential new presenters and partners for public humanities programs.
- Maintain presenter and host information, organize workshops, lectures, and other programs and notify potential new presenters and community organizations of opportunities at Vermont Humanities.
- Represent the organization and its interests to stakeholders at outside events and conferences as requested.

### *Program Development/Evaluation Responsibilities*

- Support the Director of Programs with the development, implementation, and evaluation of programs as well as the development of new programs and special projects.
- Support the development and implementation of the diversity, equity, inclusion, and access goals of the organization through continuous learning, improvement, and accountability measures.
- Support the Director of Programs in researching and evaluating prospective program content and solicit suggestions from the community for potential programming.
- Participate in development and fundraising activities, including grant writing and reporting, solicitation of sponsors, and donor activities as needed
- Develop and maintain internal administrative operating procedures and best practices for community programs.
- Attend programs as requested, communicating with partner contacts and participants.

### *Administrative*

- Electronically maintain data related to community program events, contacts, and grants.
- Maintain all files in accordance with regulations and Vermont Humanities' retention policies.
- Follow Vermont Humanities' protocols for providing program materials—including documentation, promotional materials, and books—to programs, group sessions and events. Evaluate these processes as needed.
- Track attendance, partnerships, and other statistics for internal reports in Vermont Humanities' database and annual National Endowment for the Humanities compliance reports.
- Manage evaluation, analysis, and adjustment of assigned programs.

### *Financial Responsibilities*

- Maintain program receivables and payables.
- Administer payment vouchers for program payables.
- Grant research and writing, underwriting, and business sponsorship development, and major donor cultivation assistance.

### *Communications Responsibilities*

- Coordinate with the communications team to ensure that event listings are accurately posted on the website, on social media, and in all print materials.

## **Key Skills**

- Continually prioritize and undertake the multiple, diverse activities of program development, implementation, and evaluation, adhering to workflow timelines.
- Competency in meeting diversity, equity, inclusion and access goals in programming and administrative processes.
- Respond to routine and special assignments with flexibility and a willingness to meet project goals and organizational needs.

- Continually assess program effectiveness, identifying and analyzing potential issues.
- Work effectively as a team leader, as well as a member of a team in a collaborative environment.
- Display creative problem-solving for greater programmatic success.
- Serve as an effective public voice for our mission, vision, and programs.
- Display exceptional organizational skills and attention to detail.
- Employ effective written and oral communication skills.
- Demonstrate proficiency with Microsoft Office 365 and Customer Relationship Management systems.
- Demonstrate practical knowledge of accounts payable and accounts receivable procedures.

## **Qualifications**

- Bachelor's degree or equivalent life experience required; advanced degree in the humanities or a combination of education and work experience providing comparable knowledge and skills desirable.
- Relevant experience in program planning and event management required.
- Experience in managing and delivering virtual programs preferred.
- Must be able to work both collaboratively and independently.
- Experience in and commitment to working in a diverse and inclusive environment.
- Excellent writing and speaking skills required; experience in grant proposal writing desirable.
- Ability to represent Vermont Humanities effectively to a broad range of individuals and organizations.
- Demonstrated interest in the humanities and commitment to Vermont Humanities' work and mission.
- Donor and stakeholder development and fundraising experience is preferred.

## **Travel**

- This position involves travel within the state. The Community Program Officer must have a reliable car and a clean driving record.

## **Supervisory Responsibilities**

- May be called upon to supervise one or more part-time interns.

## **Physical Requirements**

- This position includes lifting boxes of up to 50 lbs.

Vermont Humanities is an EOE/affirmative action employer. We provide reasonable accommodations in the recruitment and employment of persons with disabilities.