Program Outreach Consultant - Health

POSITION SUMMARY

The Program Outreach Consultant creates program outreach content for Vermont Family Network's (VFN) social media, website, and e-newsletter, with a focus on reaching underserved, rural, and hard-to-reach Vermont families. Communications work is limited to program outreach and education, in coordination with VFN's marketing and development staff; this position does not perform fundraising or development activities.

QUALIFICATIONS

- Strong written and verbal communication skills
- Experience creating social media and website content that is accessible, ADA compliant, and in plain language
- Experience building and maintaining website content in WordPress strongly preferred
- Well organized and able to maintain required records, data, and statistics
- Able to work independently and with a diverse population of families and professionals
- Able to flex schedule for occasional evening sessions and travel to meetings in surrounding areas
- Experience with Salesforce, Zoom, Microsoft 365, and Canva or similar tools preferred

PRINCIPAL DUTIES

Program Outreach: Social Media and Website

- Create and maintain program content for VFN's social media, website, and e-newsletter, ensuring information is current, accurate, accessible, and in plain language
- Collect family stories and photos, with appropriate consent, for program outreach and education, elevating family voices through digital storytelling
- Track engagement and reach measures to demonstrate outreach effectiveness and support grant reporting
- Follow VFN's brand guidelines and content review processes in coordination with VFN's marketing and development staff

ADMINISTRATIVE

- Understand, communicate, and carry out the mission and philosophy of VFN
- Prepare time and effort reports and other paperwork as necessary, consistent with federal grant requirements
- Attend staff meetings and participate in staff development activities

- Other duties as needed, including special projects and grant-specific tasks

SUPERVISION

Reports to Co-Director of Family Support, Health

APPOINTMENT

Part-time, 20 to 25 hours/week, 12 months/year

VFN offers a family-friendly work environment and compensation package as follows:

- Hourly rate starting range: $22.00 to $24.00
- PTO: 32 days per year, prorated by FTE
- Benefits (health, dental, vision, life insurance, 401(b))
- Holidays: 11 holidays per year

This position is grant funded and contingent on continued funding.

If interested, please submit a letter of interest and resume to HR@vtfn.org.

Vermont Family Network is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, veteran status, or any other characteristic protected by law.