

## **St. J Neighborhood Associations Project Manager Job Description**

Project Overview: Working together, Discover St. Johnsbury, the Community Restorative Justice Center, and the St. Johnsbury Community Hub have received funding to re-establish St. Johnsbury's neighborhood associations, to create intentional points of social and civic engagement for all community members. The goals of this program are to forge deeper connections between neighbors in St. Johnsbury, Vermont, to welcome new residents, and create bonds that cross socio-economic and political divides.

Position Description: The partners are seeking a dynamic, community-minded, equity-conscious individual to serve in a part-time, 10-month position as Project Manager to re-establish St. Johnsbury's neighborhood associations. Discover St. Johnsbury will serve as the fiscal and hiring agent for the position, with all partners providing oversight. The three partners also bring specific skills to support the Project Manager. Partners will contribute the following and more: Coaching from the St. Johnsbury Hub in community engagement best practices; Discover St. Johnsbury will provide marketing, outreach support and resources; Community Restorative Justice Center will provide historical context and framing regarding the previous associations to inform revitalization.

The primary activities of the Project Manager will be to work within the community throughout the Town of St. Johnsbury to identify natural neighborhood identities, support the formation of neighborhood associations, facilitate initial meetings in summer 2023, and provide ongoing technical assistance to communities throughout the fall and into winter 2024. The Project Manager's focus is to support communities in (re)developing between 8-12 community-led neighborhood associations, that are empowered to identify and move forward their own goals and projects.

Specific responsibilities will include:

- Conducting research and community outreach to identify St. Johnsbury, Vermont's natural neighborhood identities.
- Engaging leaders within each neighborhood and working with them and partners to set dates and locations for the initial meetings of each neighborhood association in summer 2023, using the "NeighborUp Night" model provided by the St. J Community Hub.
- Overseeing, with support from Discover St. Johnsbury, the other partners, and neighborhood leaders, a plan and outreach strategy to invite neighbors to attend these initial meetings, to include traditional press and marketing outreach, as well as door-to-door delivery of flyers.
- Supporting each neighborhood in hosting and facilitating 8-12 "NeighborUp Nights" in summer 2023, led by the Hub.
- Helping each association plan their next event in fall or winter 2023, at which mini-grants for each neighborhood will be distributed to support their community-led and identified projects.
- Helping each association identify their structure going forward, and support community leaders in scheduling additional events, possibly to include maintaining contact lists of community members.
- Working with partners to identify a mechanism for ongoing support for the neighborhood associations in year 2, possibly to include an extension of the Project Manager's position, if desired.

This position is grant funded, with a salary of \$20,000 available for a 10-month, part-time (20 hours/week) position. Flexible scheduling may be required during the spring and summer of 2023 when the bulk of community outreach activities and initial meetings are taking place, with less time required in the fall and winter.

The ideal candidate will be passionate about issues of community engagement. Qualifications desired include:

- Training, education, course work and/or lived experience in the areas of community outreach, project management, and event planning.
- Demonstrated commitment to issues of equity, diversity, and inclusion.
- Ability to work with individuals across socio-economic, political, and identity spectrums.
- Strong communication and listening skills.
- Strong facilitation and community engagement skills.
- Strong computer skills, and ability to create organizational methodologies to track complex projects.
- Reliable transportation.
- Knowledge of St. Johnsbury as a community is desirable, but is not required.

To apply, send your resume and a cover letter explaining your interest in the position to Gillian Sewake at [director@discoverstjohnsbury.com](mailto:director@discoverstjohnsbury.com). Applications will be reviewed on a rolling basis, but will be accepted until **March 15, 2023**.

The partners are equal opportunity employers, and are committed to diversity, equity and inclusion. BIPOC, individuals with disabilities, LGBTQ+ applicants, and people from other underrepresented groups are encouraged to apply.