

Vermont Communications Union District Association:

Jr. Broadband Program Coordinator

Salaried Position: 35-40 hours per week

Benefits: Contribution to SIMPLE IRA

April, 2023

Send Resume and cover letter as soon as possible to: programcoordinator@vcuda.org .

Job Summary

The Vermont Communications Union District (VCUDA) is the association of Communications Union Districts (CUDs) helping to bridge the digital divide and connect all unserved and underserved Vermonters to high-speed broadband. Through VCUDA, individual CUDs act jointly and cooperatively to assist the management and administration of member CUDs and to coordinate public policy recommendations and outreach on their behalf.

The Jr. Broadband Program Coordinator assists with development and administration of shared services and resources for the CUDs, including coordinating working groups, recording discussions and recommendations, and providing the support to assure VCUDA volunteers' time results in outcomes for the organization. The Jr. Coordinator serves as a nexus of information, sharing research and recommendations, including on policy, funding, and partnership opportunities, that benefit member CUDs.

This is a great opportunity for a rising professional to bring their personal, communications, organizational and technology skills into the Broadband field. VCUDA is growing in support of its member CUDs and the right individual would find this a great opportunity to transition from an entry level role to a career path in Broadband working with talented, experienced, and mission-driven individuals.

The Jr. Broadband Program Coordinator reports to the Governing Board Chair or the Board's designee(s) and coordinates closely with VCUDA officers and members.

Responsibilities and Duties

- Provide support and leadership in facilitating VCUDA working groups including scheduling meetings, recording, and following up on action items, and working directly with working groups to assure forward progress on their initiatives.
- Where appropriate, draft recommendations and engage with members on key issues to seek consensus on VCUDA initiatives.
- Facilitate logistics on VCUDA programs and events ranging from the delivery of bulk

fiber purchases to legislative events.

- Support request for proposal processes to identify and acquire shared services for member CUDs.
- Coordinate logistics of VCUDA communications and assure that the organization's mission and priorities are represented in the public sphere.
- Provide administration of VCUDA communication tools, including website, group lists, newsletters and social, traditional, or paid media.
- Be a trusted communicator and facilitator of communications between the CUDs and key external stakeholders.

Qualifications:

- A passion for and commitment to the mission of providing high-speed broadband to all locations in Vermont that have not attracted commercial investment.
- Exceptional interpersonal, collaborative, and oral and written communication skills.
- Strong organizational skills, basic project management skills.
- Proven desire to listen in group settings and to coalesce forward action plans from those discussions.

Not required but also a plus:

- College degree or equivalent experience required.
- Experience or desire and ability to learn basic financial management and accounting functions.
- Familiarity with telecommunications, broadband and/or Internet technology in general. Preference for knowledge of fiber to the premise technology.
- Familiarity with rural social economic issues and opportunities.

Physical Requirements:

- Participating in virtual meetings and sitting for long periods of time.
- Working with computer and phone for long periods of time, writing, speaking, and

listening.

- Occasionally traveling around the state and having access to reliable transportation.
- Attending meetings or programs during the day and some evenings and weekends.

VCUDA is an Equal Opportunity Employer. Those who identify as women and non-binary, people of color, veterans, individuals with disabilities, members of the LGBTQ+ community, and other individuals from underrepresented populations are strongly encouraged to apply.