

PROGRAM SERVICES COORDINATOR



The Vermont Youth Conservation Corps (VYCC) has a tremendous impact on the lives of young people and in the growing number of Vermont communities where our crews work and learn.

The VYCC is looking for a mission driven, dynamic, Jedi-like Program Services Coordinator to play a key role in supporting VYCC's Farm and Conservation programs. Essential roles include admissions coordination, recruiting and AmeriCorps grants management. This position works closely with all departments and across various staff teams to deliver VYCC's nonprofit work: youth development, environmental conservation, and food and nutrition programs.

The ideal candidate possesses proven administrative and program support skills, has familiarity with admissions and recruiting and experience with grants management. The position offers varied tasks, ongoing training/support, and excellent professional growth opportunities in a nonprofit setting.

VYCC offers competitive salary and benefits. VYCC's offices are located in a renovated, turn of the century monitor barn on a 400 acre campus, in Richmond, with hiking trails and an organic farm.

For a full job description and instructions on how to apply visit
VYCC.org/join/join-the-VYCC-staff.

Send resumes to **bob.coates@vycc.org** by **October 23, 2017**.

