



Program Engagement Specialist

SUPERVISOR: Vice President of Programs

POSITION: Full Time Exempt

POSITION OVERVIEW

The Program Engagement Specialist will work with the Program Team with the primary duty of delivery and expansion of all programmatic opportunities. The Program Engagement Specialist will perform work that is fundamental to the business operations of Special Olympics Vermont (SOVT) including, but not limited to, communications, constituent relationship development and maintenance and grant data tracking. This role is instrumental in increasing program capacity statewide for many of SOVT's youth and school programming including, Young Athletes, Youth Athlete Leadership, Unified Champion Schools (UCS) and Fitness Programming. This position will be responsible for the relationship between SOVT and Team Lucy Meyer and as such, it is a grant-funded position.

SOVT CULTURE

Special Olympics Vermont (SOVT) is a dynamic non-profit providing services to children and adults with intellectual and developmental disabilities through a framework of programs, training and competitions. We believe deeply in the power of sport to advance inclusion. The organization has a small, fun and closely-knit staff. We often share a heavy workload, sometimes we must meet tight timelines, have evening and weekend events several times a year, and occasional travel. Employees must demonstrate motivation and personal discipline, a commitment to working as a team, and a desire to experience the Special Olympics mission. We value teamwork, joy in the mission, and we welcome a sense of humor.

ESSENTIAL DUTIES & RESPONSIBILITIES

The Program Engagement Specialist is responsible for:

- Serving as a member of the Program Team and supporting the work of the VP of Programs, Senior Health Programs Manager and Sports Manager.
- Formulating & executing communications strategy for SOVT programs, specifically school and health initiatives.
- Overseeing the relationship between SOVT and Team Lucy Meyer, coordinating, with Lucy and her family, opportunities for Lucy to speak at schools and within communities across the state.
- Communicating with existing lead volunteers including local program coordinators, school liaisons, health volunteers to encourage engagement and participation.
- Identifying and supporting key volunteers and athlete leaders within school and health programs to expand inclusive activities and opportunities.
- Supporting the recruitment and development of SOVT's school and youth-based programs.
- Collecting pertinent Unified Champion Schools and Health data to inform annual grants.
- Utilizing all possible communication mediums, including phone, email, video, newsletters, virtual meetings/events, focus groups, etc. to achieve goals.
- Providing Marketing and Social Media Manager updates for program, health and school related website changes.

This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job. Other duties may be assigned.

QUALIFICATIONS

- Bachelor's degree preferred
- Excellent written and oral communication skills
- As a grant-funded position, the person in this position will need to be organized with great attention to detail.
- Strong ability to build relationships, motivate others, and foster a positive, enthusiastic atmosphere.
- Ability to think outside the box and offer creative solutions
- A team player, committed to proactive collaboration and idea sharing
- Energy, enthusiasm, flexibility, creativity and a positive attitude
- Genuine commitment to Special Olympics Vermont's mission and vision

PHYSICAL DEMANDS

Include but are not limited to the following:

- Long periods of standing, and moving around, especially while at events.
- Work requires occasional nights, weekends and travel. Travel by automobile to communities throughout Vermont for events and competitions is required. Employees must maintain a valid Vermont driver's license and manage travel arrangements, including overnight accommodations.
- Assist in loading and moving various materials, sometimes into personal vehicles or other vehicles as needed.
- The position requires considerable computer work and detailed reading of documents/contracts.

COMPENSATION and BENEFITS

- Annual salary range \$40,000 - \$45,000
- Medical and Dental Insurance, 80% of the individual policy premium paid by SOVT
- Twenty (20) days of Combined Time Off, additional Paid Holidays and Winter Break
- HSA Employer Contribution
- Flexible and Supportive Work Environment
- 401k Employer Match
- Disability, Life, ADD Insurance
- Cell Phone Stipend
- Mission-Driven Work

Interested candidates should send resume and cover letter to Rachel Hamm Vaughan – rhamm@vtso.org.

Employment and Inclusive Work Environment

Special Olympics Vermont is an equal opportunity employer. We welcome and respect people of every background and experience, and we are committed to a work environment where everyone feels valued. We do not discriminate based on race, color, religion, sex, gender identity or expression, national origin, political affiliation, sexual orientation, marital status, disability, age, parental status, military service, or any other characteristic or status protected by law. We believe a team with varied strengths and perspectives helps us better serve our athletes and our mission.