



Rural Community Transportation, Inc.

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"COMMUNITY IS OUR MIDDLE NAME"

NOTICE OF OPEN POSITION

Community Relations Coordinator

March 2020

About RCT: Based in the Northeast Kingdom of Vermont, Rural Community Transportation (RCT) is a nonprofit organization working to ensure that our community members have access to medical appointments, school, work and local programs, services and resources, by offering bus, van and volunteer driver services throughout our rural communities in Caledonia, Essex, Lamoille and Orleans counties.

Position: Our service-oriented organization is seeking a **Community Relations Coordinator** to manage and support the Agency's marketing, fundraising, media/public relations, and volunteer recruitment activities. The Community Relations Coordinator will report to and work closely on a daily basis with the Executive Director and will have a key role in developing and implementing strategies to fulfill the Agency's mission to enhance the economic, social and environmental health of our communities by providing safe, reliable, and accessible public transportation services.

Qualifications and Requirements: The Community Relations Coordinator will engage diverse audiences in meaningful discussion about the public transportation needs of our rural communities; identify and respond to development and funding opportunities; manage RCT's comprehensive communications and marketing efforts; and assist the Executive Director with various projects toward achieving organizational objectives. Success in this role will require strong skills and experience in public speaking, interpersonal and group communications, technical writing, and project management, as well as basic skills in/familiarity with graphic design and related software.

Preferred qualifications for this position include a bachelor's degree in communications, marketing or a relevant field, and work experience in nonprofit community, public and/or volunteer relations; however, candidates with any combination of education, experience and skills likely to provide the skills, knowledge and abilities to successfully perform the essential functions of the position will be considered.

Compensation and Schedule: This is a full-time position offering competitive pay and benefits, including health, dental and vision insurances; a 403(b) retirement plan; an Employee Assistance Program; and paid time off (vacation, sick and holiday pay).

This position will be based in the Lyndonville RCT office and most work will be performed during regular business hours, Monday – Friday; work outside of regular business hours will occasionally be required.

To Apply: Please email your application materials (resume and cover letter) to hr@riderct.org or mail via USPS to RCT Human Resources, 1677 Industrial Parkway, Lyndonville, VT 05851.

Rural Community Transportation, Inc. is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, sex, pregnancy, age, disability, sexual orientation, gender identity, genetic information, HIV-positive status, ancestry, place of birth, citizenship status, veteran/military status, crime victim status, or any other characteristic protected by federal, state or local laws. This policy applies to all of RCT's terms and conditions of employment.