



**United Way of
Northwest Vermont**

Join one of the Best Places to Work in Vermont. United Way of Northwest Vermont is hiring a resourceful and solution-oriented Resource Coordinator to support students and staff in higher education across the state. In this role, you'll provide on-site resource coordination, meeting one-on-one with individuals to assess their unique situations and guide them toward community resources that can address life issues impacting their work or academic performance. Your ability to build trusting relationships and offer personalized support will help students and employees navigate challenges and achieve stability. If you are passionate about connecting people with the resources they need to thrive, join our team and make an impact in your community.

About Working Bridges

United Way's Working Bridges is an innovative program designed to improve job retention, stability, and advancement by supporting employees and students with community resources. Using the workplace to connect with employees directly, Working Bridges helps working Vermonters to reach stability and thrive while supporting human resource departments, reducing employee turnover, and increasing productivity.

Learn more at www.unitedwaynwvt.org. Inquiries and applications can be directed to hiring@unitedwaynwvt.org. The application deadline is 08/18/2024



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POSITION TITLE: Working Bridges Resource Coordinator

PAY RANGE: \$42,500 - \$50,000

EMPLOYMENT TYPE: Full Time, Non-Exempt

UNIT ORGANIZATION: Community Impact

REPORTS TO: Working Bridges Director

PURPOSE OF POSITION:

The primary role of the Working Bridges Resource Coordinator (RC) is to provide on-site resource coordination services to staff, faculty, and currently enrolled students statewide. The RC meets with people individually to assess their unique situations and coach them about community resources to address life issues that are impacting work or school productivity. Developing trusting relationships with employees, students, and community partners is the heart of RC work.

KEY AREAS OF RESPONSIBILITY:

The primary responsibilities of this position include, but are not limited to:

Resource Coordination

- The Resource Coordinator is responsible for providing students and employees with individual assistance accessing available resources to resolve issues that directly or indirectly impact stable employment or schooling.
- Deliver information and referrals to community resources in a one-on-one setting.
- Provide listening support and an approach to problem-solving.
- Develop trusted relationships with individuals the RC supports and community partners.

Program Communications and Administrative Support

- Identify, develop, and deliver learning opportunities focused on various community resources.
- Develop various outreach strategies intended to share supportive resources.
- Deliver resource presentations in small group settings.
- Participate in Working Bridges network development activities, including training sessions, innovation pilots, and representation at community meetings.
- Enter relevant data regarding contacts into the shared program database.

SUPERVISION

There are no direct supervisory responsibilities.

CONFIDENTIALITY/DISCRETION

A very high level of confidentiality and discretion is needed.



MINIMUM QUALIFICATIONS

- 1-3 years of demonstrated experience (professional or otherwise) in navigating community resources.
- Community Resource Specialist credential (required to earn the credential within one year of employment. On-the-job training is provided).
- Financial Coaching credential (required to earn the credential within one year of employment. On-the-job training is provided).
- Recovery Coach credential (required to earn the credential within one year of employment. On-the-job training is provided).

COMPETENCIES

- Innovative and creative approach towards problem-solving
- Strong communication skills and active listening skills with the ability to communicate in an approachable and understandable way for diverse populations. Primary languages other than English are welcomed.
- Organizational skills are necessary to manage multiple priorities, including complex employee resource needs, program responsibilities, and data collection/entry.
- Demonstrated neutrality, objectivity, professionalism, and calmness under pressure in a work setting.
- Proficient in Microsoft Office applications, including but not limited to Word, Excel, Outlook, and Microsoft Teams.

PHYSICAL/OTHER REQUIREMENTS

- Valid driver's license and access to personal transportation.
- Must be willing to work on-site at United Way offices or remotely. Travel to CCV locations statewide annually is required.
- Must be willing to work a non-standard work schedule that may include early mornings and/or late evenings some days of the week.

APPLICATION INSTRUCTIONS

Applications and inquiries can be directed to hire@unitedwaynwvt.org. Please attach a copy of your resume and cover letter to your application. The deadline to apply is 08/16/2024.