

VCIH Outreach and Administrative Coordinator Position ~ Call for Applicants

Vermont Center for Integrative Herbalism (VCIH) is a non-profit organization dedicated to providing healthcare resources and education grounded in Nature. Founded in 2007, we provide one of the nation's most extensive clinical training opportunities in herbal medicine, rooted in deep connection with the plants and place. In addition to professional training, we offer community programs and operate a sliding-scale community clinic and apothecary, run by professional and student herbalists.

We seek to bring about a system of healthcare wherein primary care is Nature-based and practiced in the home; the tools of technological medicine serve as secondary resources; and the herbalist acts as a bridge between the two. This model ensures the individual's central role, utilizes the simplest and least invasive treatments, and emphasizes the co-evolutionary and interdependent relationship between humans and our environment.

Job Description:

We are seeking an Outreach and Administrative Coordinator to join our team. This position is perfect for a marketing professional interested in part-time work in a unique environment. This position is for 20 hours/week (Tuesday through Friday 9 am to 2 pm).

Responsibilities include, but may not be limited to:

- Outreach and Marketing:
 - Develop and carry out cohesive and innovative marketing and outreach strategies (with input from Directorial team)
 - Develop marketing materials to be used across media to promote VCIH's mission and work, as well as classes and events
 - Grow and maintain VCIH's social media presence, website utility and interactivity, as well as local outreach via print media and signage
 - Organize materials for events (herb conferences, wellness expos, etc.) and occasionally table at events
 - Create schedule of community classes
 - Coordinate classroom rental
 - Coordinate access to the building for community classes and classroom rentals (requires some evenings)
 - Organize fundraising and other community events (requires occasional evenings or weekends)

● Administration:

- Provide a welcoming, friendly, competent face for the organization, in person, on the phone and via email
- Answer phone calls and emails pertaining to events, clinic scheduling, and apothecary requests
- Manage the clinic schedule for professional and student community clinic
- Other duties as assigned

Qualifications:

- Experience working with small companies or non-profits to build outreach capacity and develop local and national branding/marketing strategies
- Strong graphic design skills
- Computer proficiency (e.g. Microsoft software, Google's suite of apps, Wordpress)
- Excellent oral and written communication skills, with fluency in English
- Enthusiasm for and experience with customer service
- Organized, self-motivated and dependable
- Ethically and philosophically aligned with VCIH's mission and values
- Availability on weekdays (T-F), with occasional week night or weekend obligations
- Knowledge about medicinal plants is a plus, but not required

Application Deadline:

October 1st, 2015

Start Date:

January, 2016

Compensation:

Commensurate with experience

Application:

Please address the following questions in your letter of interest and include your resume, along with two letters of reference:

What excites you about working with our school/clinic?

What experience do you feel makes you especially suited to this position (marketing, graphic design, social or other media, administrative work)?

Do you have experience working in a fast-paced environment which requires multi-tasking, focus and flexibility? Do you thrive in this type of environment?

Do you have experience in positions requiring self-direction combined with taking direction from others?

What is your experience with medicinal herbs?

Policy of Inclusion (Non-discrimination Policy):

In the spirit of Nature's diversity, we do not discriminate in accepting students to our school, or clients to our clinic, nor in our hiring practices. Vermont Center for Integrative Herbalism welcomes employees, students, and clients of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to employees, students and clients at VCIH. We do not discriminate on the basis of race, color, sexual orientation, gender identification, religious or spiritual belief, national or ethnic origin, or relationship to any member of VCIH in administration of our educational policies, admission policies, scholarship or loan programs, clinical services, or hiring practices.

To Apply:

Please send the above documentation materials to Larken Bunce at Larken@vtherbcenter.org, and include "Outreach and Administrative Coordinator" in subject line.

If you have interest in the position, but are unsure whether you fit all of the criteria, or have any questions, please get in touch.