



Are you ready for an amazing opportunity to join an innovative agency and make positive change in your community?

Position Title: **Development and Communications Coordinator (part-time)**

Who is Interaction?

Interaction (formerly Youth Services) has been a highly-respected part of the Windham County of Vermont community since 1972. Our mission: Working together to build resilience and be a catalyst for change. Interaction is a supportive, creative, dynamic workplace.

How will I make a difference?

The Development and Communications Coordinator plays a key role in supporting Interaction's fundraising efforts by supporting donor communications, content creation, and event coordination. The Coordinator is committed to delivering high-quality work with great attention to detail, ensuring their efforts directly support both departmental goals and the overall mission of the organization. This position reports directly to the Development and Communications Director, and will work closely with the Administrative team.

Responsibilities Overview:

Fundraising Support

- Update donor database and assist with tracking, acknowledgments, and stewardship.
- Manage mailing processes and mail merges for donor appeals and solicitations.

Event Coordination

- Support logistics for events (e.g., Annual Golf Tournament, BrattRock).
- Assist with sponsor outreach and recognition.

Additional Responsibilities

- Contribute content for newsletters, social media, and website (Canva experience a plus).
- Help maintain an organized office and support the Development Director.
- Provide logistical support for board meetings and front desk coverage as needed.

Can I see myself here?

We have found that our staff at Interaction succeed when they:

- Think systemically
- Value feedback
- Are highly organized and communicate well
- Are passionate about justice and believe that everyone deserves to have their needs met



- Value collaboration that comes from working on a team
- Are tenacious problem-solvers
- Have a sense of humor and find creative ways to implement ideas
- Can change priorities quickly

Additional Information

Applicants should ideally have the following skills:

- Proficient in computer operations: word processing, database entry, and spreadsheets. Knowledge of and experience with Google Workplace and/or FundEZ is ideal. Canva or Adobe Creative Suite is a plus.
- Excellent written and verbal communication skills
- Strong attention to detail and a meticulous approach to tasks.
- Ability to handle confidential information in a discreet and respectful manner
- Proactive in identifying needs and creating systems for efficient, error-free execution.
- This is a 20-hour per week position, primarily on-site. While the schedule is flexible, certain dates and times (e.g., for events or deadlines) will be set in advance and require adherence.

How can I be considered for the position?

This position requires a Bachelor's degree in administration, communications, nonprofit management. AND/OR at least 2 years of experience in development, fundraising, communications, or event planning. A combination of training, education, and/or lived experience that contributes to meeting this requirement will also be considered.

We encourage individuals who may not meet all of the qualifications but are passionate about the mission and eager to grow within the role to apply.

To Apply: Send resume and cover letter to HumanResources@youthservicesinc.org. We will be reviewing applications on a rolling basis.

This position is part-time at 20 hours per week. Compensation: \$22/hr and EAP, life insurance, long term disability, and optional employee-paid dental, accident, and hospital plans.

Interaction works in partnership with United Nurses & Allied Professionals, Local 5050, and this position is included in the collective bargaining agreement.

Interaction is committed to diversity, equity, and inclusion. We strongly encourage people of color, people with disabilities, LGBTQIA+ applicants, and people from other underrepresented groups to apply, recognizing and respecting those diverse perspectives and experiences are valuable to our team and essential to our public service.