**Lamoille Area Recovery Network Coordinator**

**Who we are**

Lamoille County VT was significantly impacted by flooding in July 2023. Individuals and families continue to rebuild and recover. In order to provide on-going support to impacted individuals and families, health and human service organizations and agencies came together to form a Long-Term Recovery Group - the Lamoille Area Recovery Network (LEARN). The purpose of the group is to assist households (individuals and families) in the Morrisville Agency of Human Services District[[1]](#footnote-1) impacted by the July flooding with any of their unmet needs. LEARN is made up of volunteers on committees who will oversee areas including, but not limited to, Needs Assessment & Data, Case Management, Resource Allocation, Construction, Health & Wellbeing, Fundraising and Communications. The Network is supported by FEMA, the Vermont Community Foundation, and other donors and community organizations. Resources will be used to help households rebuild and recover from the flooding. The United Way of Lamoille County serves as the fiscal agent for LEARN and the hiring manager for the Coordinator position.

**What you do**

The LEARN Coordinator plays a critical role in coordinating actions across all committees, ensuring unmet needs of households are met, and resources are used appropriately and effectively. To that end, the Coordinator will:

* Assists the governing body in developing and implementing operational policies and procedures for identifying unmet needs, sourcing resources, and matching resources with needs.
* Assumes responsibility for coordinating actions across the seven (7) LEARN Committees - including, but not limited to fundraising, construction management, communication, needs assessment, and volunteer management.
* Creates and implements work plans and milestones in collaboration with each Committee, ensuring continual workflows across Committee work. Reports back on the progress in implementing the workplans, including learning and celebrating successes.
* Participates in all LEARN Executive Committee and Board meetings, and Committee Meetings.
* Acts on behalf of LEARN, under the direction of the Executive Committee, in state, county, and media meetings and discussions.
* Works to build relationships with organizations dedicating human resources to LEARN.
* Provides creative problem solving approaches to challenges.

**What you bring**

* Demonstrated empathy for people impacted by disasters, with a trauma-informed lens and approach.
* Demonstrated public relations, fundraising, and/or coordinator skills and experience.
* Demonstrated flexibility and creative problem solving skills and experience.
* Excellent communicator, both written and verbal.
* Attention to detail, with experience in administrative roles.

Hybrid, with expectation of being in the UWLC and other sites.

1. The Morrisville Agency of Human Services District includes the towns of: Belvidere | Cambridge | Craftsbury | Eden | Elmore | Greensboro | Hardwick (to be decided)| Hyde Park | Jeffersonville | Johnson | Morristown | Morrisville | Stannard | Stowe | Waterville | Wolcott | Woodbury [↑](#footnote-ref-1)