

Desired Qualifications:

Knowledge and passion for environmental issues

Knowledge and sensitivity for interfaith work

Firm grasp of basic computer skills-word processing, spreadsheets, email, internet, websites and database uses.

Proven communication skills, both written and verbal writing and public speaking

Experience working with small non-profits and/or faith communities

Coordinator Job Responsibilities

Communications:

Establish and maintain connections with Vermont faith and spiritual communities and environmental organizations

Create and distribute VT IPL's monthly e-newsletter and other email updates

Oversee on-line communications, including website and Facebook

Publicize and promote VT IPL events, resources and programs

Coordinate with National Interfaith Power & Light and other state IPLs

Fundraising and Event Planning:

Help with fundraising

Help with on-line and in-person event planning

Administrative:

Maintain organizational records

Handle e-mail and postal-mail

Attend in-person and zoom Board meetings; additional tasks as assigned by the Board