



Vermont Businesses  
for Social Responsibility

## **VBSR Local First Vermont Program Manager Position Description**

---

**1/12/18**

Position: Permanent, half-time  
Pay: Hourly, non-exempt  
Benefits: Prorated employee health and dental insurance; SIMPLE retirement benefits; Cafeteria Plan, flexible schedule

The Local First Vermont Program Manager leads and coordinates all functions of the Local First Vermont Program, including Buy Local Resource Guide and Coupon Book, and mobile app. This position reports to VBSR's Executive Director.

**Main Focus:** Project Management, Sales & Marketing

### **Primary Responsibilities:**

- Manage the production, sales, and distribution of the Buy Local Book and Mobile App
- Manage the advertising sales and sponsorship sales for the Buy Local Book and Mobile App
- Maintain and grow Local First Vermont's merchant participation and brand awareness
- Educate the business community and the public on the advantages of supporting a local economy
- Hire and supervise employees or subcontractors for Local First Vermont and Buy Local products, programs and services
- Be a positive contributor to VBSR Staff Team and team-wide efforts, including membership growth and organizational development

### **Qualifications & Experience:**

- Excellent oral and written communication skills
- Excellent organizational and project management skills
- Good sales skills and good marketing experience
- Ability to work independently
- Experience with printing and proofreading
- Experience managing print, design and media projects

### **Other Requirements**

- Personal vehicle necessary, statewide travel required
- Ability to lift and carry items weighing 40-50 lbs
- Occasional evenings required

## **Work Culture & Environment:**

- Opportunity for all staff to contribute ideas
- Sense of community
- Employee/team recognition and/or celebrations
- Independent/autonomous work
- Focus on social responsibility in the work/workplace
- Diversity valued, welcomed and encouraged
- Opportunity for flexible hours and remote work

*VBSR is an Equal Opportunity Employer. Women, veterans, people of color, individuals with disabilities, members of the LGBTQ community and individuals from diverse and often underrepresented populations are encouraged to apply.*