



32A Malletts Bay Ave.  
Winooski, VT 05404  
802-655-8900  
www.vtworksforwomen.org

### Job Description – Gender Equity Services Coordinator

<b>Department/Program:</b>	Gender Equity Services
<b>Reports to:</b>	Gender Equity Services Manager
<b>Supervises:</b>	n/a
<b>Employee Classification:</b>	Part-time, up to 20 hrs/wk, non-exempt
<b>Last Revised:</b>	October 2024
<b>Main Job Site:</b>	Winooski office

#### Position Summary

This is a one-year, part-time grant-funded position. The coordinator will develop resources and collect data regarding employment for justice-involved women in Vermont. The position will disseminate resources for employers to implement strategies that open pathways to employment for women with a history of involvement in the criminal justice system, and workplace policies that promote inclusivity and success. The coordinator will develop trainings and webinars, as well as employer resources. The position will also engage in outreach with employers and convene an employer focus group to collect data and information related to workforce needs, employer needs, and career pathways to inform the vocational trainings and employment readiness programs offered within the Chittenden Regional Correctional Facility. The role will also support other gender equity services and programs as directed.

#### Essential Functions

##### Employer Outreach and Engagement: 30% of total time

- Outreach to employers around Vermont to promote VWW’s Inclusive Hiring Toolkit and “open” hiring practices for justice-involved women
- Convening and facilitation of employer focus groups to learn about what supports and guidance employers need to implement inclusive hiring practices

##### Development of Training Materials: 35% of total time

- Develop a companion training for VWW’s Inclusive Hiring Toolkit including PowerPoint slide decks, facilitator notes, engaging activities, and talking points
- Record a webinar and online version of the Inclusive Hiring training
- Support the development of additional gender equity services and program initiatives for inclusive hiring and inclusive workplaces
- Update VWW’s employer Member Press webpage with resources for employers

##### Data Collection and Reporting: 30% of total time

- Collect key data points on workforce needs, employer needs, career pathways, and training that will inform vocational trainings and employment readiness programming offered within Chittenden Regional Correctional Facility
- Research and data collection on workplace trends, and gender equity issues in the workplace, including issues affecting women in nontraditional fields and industry-specific data
- Prepare quarterly reports on contract-funded activities

##### Additional duties and responsibilities: 5% of total time

- Participate in organizational, departmental, and community partner meetings and coalitions that are relevant to this role and body of work
- Attendance at occasional evening and weekend meetings and necessary public events and programs

#### **Schedule and work environment**

- The schedule typically operates within standard business hours.
- Significant telework is permitted, although some time working from the Winooski office will be required.
- Some travel required for off-site meetings and trainings
- Must be able to occasionally lift and/or move up to 10 lbs.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Minimum Job Requirements**

##### **Education & Experience:**

- High school diploma and some college preferred; or a combination of relevant education and skills
- Experience and skill with workshop/training facilitation preferred
- Experience with PowerPoint required; experience with other Microsoft Office products (Word, Excel, Outlook and Teams) and general tech savvy preferred

##### **Specific Skills**

- Well-organized and self-directed individual who is a team player
- Valid driver's license

##### **Specialized Knowledge, Licenses, etc.**

- Knowledge and interest of issues affecting marginalized gender identities
- Interest in social justice issues, restorative justice, and intersectionality

##### **Success Factors** (i.e. personal characteristics that contribute to excelling in position):

- Clear commitment to, and enthusiasm for, VWW's mission.
- Excellent communication skills, both written and verbal.
- Ability to deal with the public and staff in a friendly, pleasant and professional manner. Commitment to engaging in efforts to improve our work internally and externally with diverse individuals and groups.
- Positive, cooperative team spirit. Excellent people skills, with experience collaborating in a multi-disciplinary, diverse, and dynamic team.
- Ability to receive and give constructive feedback.