VERMONT-NEA STAFF POSITION ANNOUNCEMENT
Temporary State Coordinator of ARPA Resources

Vermont-NEA is seeking to fill a temporary (2 year only) State Coordinator of ARPA Resources position. We are accepting applications until Friday, March 25, 2022. Starting date is as soon as practicable.

In the spring of 2021, President Biden signed into law the American Rescue Plan Act (“ARPA” or “ARP”) that gives school districts throughout Vermont financial resources with which to manage through and recover from the COVID-19 pandemic. The Vermont-NEA State Coordinator will be responsible for identifying amounts of ARP money Vermont schools receive and how Vermont-NEA members and staff can optimize and leverage the allocation and spending of new federal resources through coordination, collaboration, and organizing by and between Vermont-NEA staff and Vermont-NEA members.

Please send application letter, resume, two writing samples, at least one letter of reference, and names and contact information of three references to Jeff Fannon, Executive Director, Vermont-NEA, via PDF format to kferguson@vtnea.org. Direct inquiries to kferguson@vtnea.org.

Primary job duties include, but are not limited to, the following:

1. Develop a clear understanding of all the ARPA funds allocated to Vermont schools and the allowable usage of such funds.
2. Work directly with field, governmental relations, and communications staff to ensure that the information provided to locals and staff is accurate, complete, and easily understandable.
3. Assist in creating resources for locals and staff on how the funds can be used and with UniServ Director assistance, engage members for the purpose of supporting students and strengthening public schools.
4. In conjunction with Vermont-NEA Organizers and other staff, identify related organizing opportunities for locals including work with community partners, parents, and other stakeholder groups in order to engage members in ways to effectively use ARPA funds.
5. Work directly with the Director of Professional Programs to identity professional development opportunities that address COVID-19 student learning issues.
6. Communicate and coordinate with Vermont-NEA governmental relations/public policy staff to communicate effectively to policymakers whether ARPA funds are being used appropriately.
7. Represent Vermont-NEA at stakeholder meetings concerning the ARPA funds.
8. Work with NEA to stay abreast of resources and networking opportunities.
9. Perform other duties as assigned by the Executive Director.

The successful candidate will have unusually strong and broad skills, including: dedication to the interests of both public education and public school educators in Vermont; excellent interpersonal skills both with groups and with individuals; extensive ability to work collaboratively as well as individually; working knowledge of Vermont’s education funding system, employee rights as well as education and labor laws and processes; appreciation for the
role of labor unions; excellent oral and written communication skills; understanding of public policy issues and trends affecting public education and educators; interest and involvement in political action activities as they relate to funding Vermont’s schools, public education, and educators; good math abilities; fluency with computers and the use of technology; a willingness to work many evenings and some weekends on Vermont-NEA business; and adaptability.

Additional Qualifications:
- Bachelor’s degree required. Relevant graduate degree and/or certification preferred.
- Union experience at the local, state, or national level.
- Demonstrated ability to prioritize work activities, monitor progress, and coach other leaders toward success.
- Leadership skills, including the ability to think and plan strategically.
- Commitment to racial justice, social justice, and eliminating economic inequality.
- While we currently are teleworking, the position is based in Montpelier, Vermont.

Reports to the Vermont-NEA Executive Director

April 2022