**Job description**

Meals on Wheels/SWFF Specialist

The successful candidate will possess excellent administrative, communication and record keeping skills, be detail oriented, organized and motivated. The successful candidate will have knowledge of basic computer programs such as Word and Excel, and database experience is extremely helpful. Candidate must have the ability to work independently, but also be willing and able to work as part of a team.

This position supports and is supervised by the Meals on Wheels Coordinator. VCIL’s MOW’s program provides meals for people with disabilities under the age of 60. Making and returning phone calls is a big part of this position.

The Sue Williams Freedom Fund (SWFF) Specialist will process applications from peers for assistive technology and determine eligibility for the program, in addition to helping find sources for leveraged funding.

This is a 37.50 hour a week position located in our Montpelier office.

Join a great team, committed to our mission, and an organization offering great benefits, including yearly time off, 15.5 holidays, 10 vacation days (once accrued and increases with years of service), 10 sick days and 3 personal days. VCIL insurance benefits include health, dental, vision, life, STD/LTD as well as an HRA account of $750 annually and occasional 403b contributions when voted by the VCIL Board of Directors.

Resumes will be reviewed as they are received.

Rate of pay is $16.00 per hour plus benefits.

We ask that you please send cover letter and resume to Randi Miller VCIL 11 East State Street, Montpelier VT 05602. It may be sent by email

VCIL is an EOE/affirmative action employer. We provide reasonable accommodations in the recruitment and employment of persons with disabilities.

Job Type: Full-time

Salary: $16.00 per hour