The Vermont Center for Independent Living, a statewide disability rights organization, is currently seeking a candidate for the following position:

Information, Referral & Assistance (IR&A) and VT Telecommunications Equipment Distribution Program Specialist.

The IR&A side of this position provides information, referrals and assistance to peers and businesses. The VTEDP side distributes adaptive telephone equipment throughout the state. If you like working with the public and providing information about resources that people with disabilities might utilize, or if you have personally navigated those systems and possess the qualities listed below this is a great opportunity for you.

Candidate must have the ability to actively listen to the needs of callers, respond to telephone, written and in- person requests for information. Research and develop new regional and state resources around disability. This person is often the first contact at VCIL, so an outgoing personality is beneficial. Excellent oral and written communication skills necessary. Experience with disability required. Some travel for outreach activities is required. Basic computer skills are needed and database experience is a plus.

Based in the Montpelier office, this 37.5 hour a week position offers $16.00 per hour plus a generous benefit package including yearly time off benefits: 15.5 holidays, 10 vacation days (once accrued and increases with years of service), 10 sick days and 3 personal days. VCIL insurance benefits includes 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.

Applications accepted until position is filled. Review of resumes begins December 1, 2021.

Please send cover letter and resume to Sue Booth VCIL 11 East State Street, Montpelier VT 05602 or by email to suebooth@vcil.org

VCIL is an EOE/Affirmative Action employer. We provide reasonable accommodations in the recruitment and employment of people with disabilities.