



## We're Hiring!

Are you interested in helping to grow meaningful connections and compassionate belonging?

We're hiring a part-time Program Director!

---

Social Tinkering is a small and innovative nonprofit organization run by a wonderful team of employees, volunteers, and board members who lead our work from their life experiences.

We cultivate a flexible and inclusive workplace that encourages employees to bring their whole selves, fostering a connected and well-being centered culture. We encourage each other to weave our strengths into the fabric of our mission and vision. Join our team to strengthen and empower individuals, families, and communities to thrive!

### **Position Description:**

This position will collaborate closely with the rest of the Social Tinkering team to administer and facilitate several programs, engage with the community, manage our marketing, and provide administrative support. See "Position Duties" below.

### **Position Duties Include:**

- Leadership, implementation, and facilitation of several programs and events: (assisted by Director, Board, & Volunteers)
  - Gather Together - (bi)monthly social space
  - Women's Circle - monthly inclusive women's social & empowerment group
  - Community Connector Campaign (monthly social media campaign)
  - Light Up Rutland (winter event and fundraiser)
  - Mobile Services (Mobile version of Gather Together for hire)
  - Community Engagement such as tabling at community events, networking, etc.
- Management of marketing with Lead Marketing Volunteer and support of Director, including social media & website management
- Partnership and collaborative relationship building
- Purchasing of program and event materials and supplies
- Oversight and management of contact database
- Program and event evaluation and assessment (surveys, tracking, reports)
- Various administrative and fundraising duties as needed to support the Director

### **Knowledge, Skills and Experience Desired:**

- Passion and understanding of the Social Tinkering mission
- Experience working for nonprofit entity - 2 years minimum
  - Fundraising and Contact Management
  - Partnership Relations/Management
- Program planning, implementation
- Event planning and facilitation
- Communication Skills - verbal and written, listening & processing, general knowledge around marketing
- Flexible scheduling & multiple project management
- Strong leadership skills a must - comfortable facilitating events, discussions, networking, leading groups

- Ability to participate in and lead challenging conversations with empathy and compassion
- Excellent social-emotional skills
- Strong computer skills in virtual meetings, Word, Excel, online platforms, database management
- Need to have own transportation, very reliable access to the internet and bring own laptop computer and phone
- Working 2-3 weeknight evenings each week is required with very occasional weekends
- Time management; Ability to work independently; Conflict resolution skills
- Ability to professionally demonstrate and uphold the Social Tinkering Values (see attached)
- Able to lift 35-50lb

**Schedule:**

This is a part time position offering 20 hours per week. Pay is \$25 per hour and we are unable to offer benefits at this time. Work hours are expected to be 20% virtual and 80% in person, between the hours of 8-5pm M-F with the flexibility for occasional evening and weekend availability for events. Availability and scheduling will be discussed, agreed upon, and documented at the beginning of employment with the Director/supervisor.

**Work Location:**

Social Tinkering currently has no formal office or otherwise physical location. Work will be completed virtually and with fellow Social Tinkering staff at the Director’s home or other working locations for events, etc., as determined.

**Compensation:**

The rate of compensation is \$25 per hour paid every 2 weeks upon submission of a timesheet. Mileage for longer travel distances for programs may be compensated pending circumstances. As programs are developed further and as funding becomes available, hours may increase.

**Benefits:**

- Flexible and inclusive workspace that centers wellbeing and each employee as a whole person
- Comp hours, paid holidays and sick leave
- There are currently no health or retirement benefits available.

**Supervision:**

Position will be supervised by the Director and will be required to sign an employment contract. The Program Director must be willing to commit to upholding the mission, vision, values, and culture of Social Tinkering. Social Tinkering is an equal opportunity employer. We encourage candidates from diverse backgrounds and those with various lived experiences to apply, as we believe that diversity enriches and strengthens our work and communities.

---

**To Apply:** Submit resume and cover letter to [director@socialtinkering.org](mailto:director@socialtinkering.org) by 8:00am 8/22/2024

For questions, contact us at 802-342-5811 or [director@socialtinkering.org](mailto:director@socialtinkering.org).  
 For more information on what we do, check out our website at: [www.socialtinkering.org](http://www.socialtinkering.org)

# **Social Tinkering Values**

*Our team commits to these core values as they guide our culture and relationships throughout all the work we do wherever we are.*

## **Well-Being and Compassionate Belonging**

We believe the ideal form of Belonging develops from a central core of Connection through which compassion for self and others, embedded in kind, equitable, just, and inclusive actions work to ensure opportunities for all people to feel seen, heard, valued, and supported. All of this fosters regenerative and diverse cultures grounded in connection and compassionate belonging, ultimately helping us all and our planet to thrive;

## **Humor**

We believe that infusing our work with humor is critical to our success, in boosting our collective immune system, and empowering us to be human together;

## **Honesty, Integrity, Authenticity and Grit**

We encourage each other to engage honestly and authentically to foster learning and growth. We believe that upholding integrity in our internal and external relationships drives trust and genuine connection. Through all of this, we support each other and our communities, and we persevere through the most challenging moments to continue implementing creative and regenerative solutions for lasting change.