



All Together Now Program Manager Interim Position: April 17th - June 30th 2023

Primary Duties

- **Program Development**
 - Oversee transition of ATN to a Prevention Coalition
 - Lead the research and documentation efforts in collaboration with Vermont Youth Project, United Way and the All Together Now Action team to determine the optimal legal and financial framework for All Together Now moving forward.
 - Includes 501c3 vs fiscal agent structure, MOUs, program divisions and other financially sustainable arrangements
- **Youth Leadership and Empowerment**
 - Supervise and support youth interns including creating project tasks and empowering youth voice and ideas among partners and youth.
 - Support advertising and recruiting for vacant intern positions before the school year ends.
 - Hold regular check-ins with youth interns. (See Intern Positions Listed Below)
 - [Project Lead Intern, Marketing and Outreach, Social media/web Updates, Resources and Data Coordination, Event / Activity Planning and Volunteers Coordination](#)
- **Program Operations**
 - Outreach and communication with partner organizations, community and school district.
 - Lead youth and partners in strengthening partnerships with the five sending town select boards, planning commissions and communities.
 - Support monthly Action Team meetings with Lead Intern in agenda setting and facilitation and any supporting guest speakers or documentation.
- **Funding and Budget**
 - Seek and apply for funding opportunities
 - Monitor budget
 - Seek or create fiscal agent
 - Track stipends, submit invoices



This is a temporary contract position, approx. 20 hours / week. \$10,000. We embody our deep commitment to diversity, equity, and inclusion in our recruitment of staff who reflect the communities we serve. Applicants with lived experience in one of the five Chittenden East towns are encouraged to apply.

We believe in equitable employment opportunities and commit to being free from discrimination on the basis of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, genetic information (including family medical history), political affiliation, military service, or other non-merit-based factors.

Please submit a resume and cover letter to projectalltogethernow@gmail.com by Friday, April 7th for interested applicants.