



Vermont 211 Resource Database Curator Job Description

Reports to:

Resource Department Manager

Summary

The Resource Database Curator works to ensure that accurate and up-to-date information about health, human, government, and community services is included and maintained in the Vermont 211 database. The Resource Database Curator also proactively gathers information about new health, human, government, and community service programs and tracks major changes in existing programs for inclusion in the 211 database.

Job Requirements

- Bachelor's Degree in human services, library sciences, or related field
- Associates Degree plus minimum of four years of experience working in human services or related field
- Computer experience required; database software experience preferred
- Experience in community collaboration or non-profit sector exposure preferred

Personal Qualifications

- Excellent written communication skills, including spelling, grammar, and the ability to summarize lengthy documents
- Strong interpersonal and verbal skills, including excellent telephone manner
- Demonstrated commitment to adherence to commonly understood professional standards
- Ability to organize and systematize a diverse workload
- Demonstrated capacity to work independently, as well as an ability to work as a team member

Responsibilities

- Updates information in the Vermont 211 Database according to established procedures
- Reads local newspapers, community listservs, and other relevant media sources to learn of new programs and services and keep abreast of local issues affecting health and human services, as well as broad social issues and changes that impact human services in Vermont
- Attends staff meetings, team meetings, on-site trainings, conferences, and workshops to improve professional skills
- Works toward achieving program quality assurance goals
- Represents Vermont 211 and United Ways of Vermont effectively to agencies and groups both on the telephone and in person
- Works toward certification as a Community Resource Specialist/Database Curator by the Alliance of Information and Referral Systems (AIRS)
- Other duties as assigned

Job Type: Part-time



Pay: \$16.00 - \$18.00 per hour

Benefits:

- Dental insurance
- Disability insurance
- Health insurance
- Health savings account
- Paid time off
- Retirement plan
- Vision insurance

Schedule:

- 20-25 hours per week
- Flexible shifts
- Day shift (Must be available during core business hours)
- Monday to Friday