Vermont 2-1-1, a statewide Information and Referral program of the United Ways of Vermont, is hiring!

**Full-time Resource Database Specialist**

Primary Job Responsibilities:
- Maintains 2-1-1 database by contacting agencies via telephone, email, web surveys and website reviews to update present listings and keep our database accurate
- Builds relationships with Vermont nonprofit organizations via telephone
- Researches potential listings for inclusion in the Vermont 2-1-1 database

Primary Job Skill Requirements:
- Requires strong organizational, follow-up, analytical and problem-solving skills
- Requires excellent verbal and written communication skills
- Requires effective interpersonal skills
- Requires ability to edit and proofread
- Requires computer database experience

Physical Demands:
- Requires ability to sit at computer for extended periods of time
- Requires protracted concentration

The ideal candidate will have a Bachelor’s Degree in human services or a related field or an Associate’s Degree plus experience working in health, community or human services.

Interested candidates should send a cover letter, resume and writing sample to cathy@unitedwaysvt.org

No telephone inquiries please.

United Way of Vermont is an equal opportunity employer.