



About

NEKCV is a community-driven organization whose mission is to ensure high-speed broadband internet service is available to rural and underserved communities throughout the Northeast Kingdom and the Central Valley of Vermont. Founded in 2020 as a Communications Union District, we began construction of our fiber-optic network in 2021.

Today, we're a growing company of fewer than 40 employees. Our size means that every team member has an opportunity to make a meaningful impact, take on new challenges, and grow their skills and career.

At NEKCV, we're committed to building an inclusive workplace where everyone feels welcomed and valued. Our work is rooted in community, and we're looking for people who share our commitment to connecting rural Vermont communities with the opportunities that reliable, high-speed internet makes possible.

As we continue to grow, we're excited to welcome a dynamic and community-minded Community HUB & Digital Equity Coordinator to our team.

Community HUB & Digital Equity Coordinator

NEKCV is seeking a community-focused Community HUB & Digital Equity Coordinator to manage the Groton Connectivity HUB located in Groton, Vermont. The preference is for a full time role of 40 hours per week, but we are willing to consider applicants with less than 40 hours available per week.

The Community HUB & Digital Equity Coordinator will be the welcoming, on-the-ground presence at the Groton Connectivity HUB, helping connect residents with digital resources, community programs, and opportunities to build digital skills. This role is ideal for someone who enjoys working with people, building relationships, organizing activities, and helping a community space thrive.

The coordinator will be responsible for being present at the HUB during open hours, coordinating use of the space with community partners, maintaining the public calendar, and organizing volunteers as needed.

nekcvt.org | [877-635-3423](tel:877-635-3423) | info@nekcvt.org | PO Box 4012, St. Johnsbury, VT 05819

NEKCV is a Communications Union District (CUD) delivering high-speed internet services to support economic growth, community development, and digital equity across the Northeast Kingdom and Central Vermont.



The ideal candidate is an engaged community member with strong written and verbal communication skills who is comfortable learning new technology and digital tools. Most importantly, they should be enthusiastic about connecting with people and committed to expanding digital access and opportunity in rural Vermont communities. Familiarity with broadband, digital literacy, or community-based programs is a plus, but is not required.

Key Responsibilities:

HUB & Space Management

- Spend at least 20 hours per week working from the Groton Connectivity HUB.
- Help create a welcoming, accessible, and engaging environment for HUB visitors.
- Maintain the public HUB calendar and help coordinate scheduling.
- Recruit, organize, and communicate with volunteers as needed.

Events & Programs

- Assist with organizing, promoting, and hosting community events, workshops, and programs.
- Help coordinate programs focused on digital skills, online access, and technology throughout our 72 town district.
- Represent NEKCV and the Community HUB at relevant community and industry events.
- Coordinate communications to keep stakeholders informed about events, programs, and initiatives.

Community Outreach & Engagement

- Build relationships with local organizations, schools, libraries, businesses, and community groups.
- Promote HUB programs and resources throughout the community.
- Help organize community events, webinars, workshops, and other engagement opportunities.
- Build and maintain relationships with digital equity partners and organizations delivering digital equity programs, helping coordinate their involvement with the HUB and connect residents throughout our 72 town district to relevant services and resources.

Monitoring & Reporting

- Track participation, engagement, and other measures of the HUB's impact.

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- Gather feedback from community members and partners.
- Share observations and recommendations that can help improve HUB programs and services.

Qualifications:

- Bachelor's degree or equivalent experience in communications, nonprofit management, community outreach, education, or a related field. Candidates with strong community engagement experience are encouraged to apply.
- Excellent writing, editing, and proofreading skills with strong attention to detail.
- Strong verbal communication and interpersonal skills, with the ability to connect effectively with diverse audiences.
- Experience with event coordination, or community outreach.
- Comfortable learning new technology, software, and digital tools.
- Ability to work independently while also collaborating effectively with staff, volunteers, partners, and community members.
- A genuine interest in supporting rural communities and expanding digital access.
- Knowledge of broadband technology, digital literacy, or issues related to rural internet access is a plus, but not required.

Employment Options & Compensation:

- This position is available as either a full-time or part-time role, depending on the candidate's availability and experience.
- We offer competitive compensation and benefits. Full-time compensation starts at \$50,000 annually, with excellent benefits including health, dental, vision, disability, life insurance, paid time off, and retirement matching worth over \$22,000. Part-time compensation will be offered at a competitive hourly rate, based on experience and qualifications.

TO APPLY, send a resume and cover letter to careers@nekcvt.org

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