

Careers at VLCT



About VLCT

The Vermont League of Cities and Towns (VLCT) is a nonprofit, nonpartisan organization that was founded in 1967 with the mission of serving and strengthening Vermont local government. [More about VLCT.](#)

Why Work at VLCT

VLCT provides generous salary and benefits, including 13 paid holidays and a minimum of 2.5 weeks of vacation for all full-time employees. We also offer a flexible work from home policy that applies to most positions. Our employees have an average of more than 10 years at VLCT.

We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.

[Learn more about the benefits of working at VLCT.](#)

Application Portal

Note: Select the VT, Montpelier location checkbox to view and apply for our open positions.

VLCT Seeks Events and Partnerships Coordinator

(Remote within Vermont)



Are you an organized, tech-savvy professional with a passion for event planning, partnership development, and administrative excellence? The Vermont League of Cities and Towns (VLCT) is seeking an Events and Partnerships Coordinator to join our dynamic Communications and Marketing team.

In this role, you'll take the lead on planning and executing the logistical aspects of VLCT's virtual, hybrid, and in-person conferences and training events. You'll also serve as the primary contact, sales lead, and fulfillment coordinator for our sponsorship program—managing exhibitor booth sales for our annual conference and building strong relationships with year-round partners. We're looking for someone who thrives on the details. You should be highly skilled in managing administrative tasks, juggling multiple deadlines, maintaining accurate records, and ensuring no detail slips through the cracks. Remote work flexibility (within Vermont) is offered except where onsite attendance is needed for in-person events and meetings.

Requirements

- 2–3 years of experience in event, training, or conference management
- 2–3 years of general communications and marketing experience preferred
- Bachelor's degree in communications, marketing, event management, or a related field OR 5+ years of relevant experience strongly preferred
- Proficiency in technology and commonly used software packages, with advanced skills in Office 365—including Outlook, Word, Excel, PowerPoint and mail merge
- Experience working in virtual and in-person event management platforms preferred

The successful candidate will be offered the position within a salary range of **\$49,000 – 60,000** depending on experience. To learn more, to see a full job description and to apply, please click the **Application Portal** button above!



In addition to an excellent salary, VLCT also provides an exceptional benefit package, an option for remote work, a convenient downtown Montpelier office to work at if desired, an enjoyable work environment, and great colleagues.

Application deadline is June 13, 2025. Resumes will be reviewed as they are received. Interviews will be conducted remotely via Zoom. Position is open until filled.

[View the Job Description](#)

VLCT is an Equal Opportunity Employer and encourages all individuals to apply.

