

Vermont Medical Society

Communications, Policy & Program Associate

Job Description

Classification:	Hourly
Salary:	\$28-36/hour, depending on experience
Hours:	Full time, 37.5 hours/week
Location:	Hybrid work – predominately remote but must be located within Vermont with regular need to attend in-person events in Montpelier and throughout Vermont and up to 2 days/week in-office time with staff
Reports to:	Executive Director
Benefits:	Benefits include PTO, health, dental and vision coverage and 401(k)
Date of Posting:	March 27, 2026

The Vermont Medical Society (VMS) is the leading voice of physicians and physician assistants in the state and is dedicated to advancing the practice of medicine by advocating on behalf of Vermont's clinicians and the patients and communities they care for.

The Society serves its 2,900+ members through public policy advocacy on the state and federal levels, as well as by providing legal, administrative and educational support, producing a rich flow of news and information and offering member benefits that increase medical practice effectiveness and efficiency. VMS also serves as the administrative home for a number of medical specialty societies. Founded more than 200 years ago, the Society has long been recognized as one of the state's most prominent health care organizations. www.vtmd.org

Position Summary

This position is a full time, hourly position (37.5 hours/week) that provides communications, policy and project support to the organization. The right candidate must be able to fill a central role in advancing many areas of VMS work, able to multitask in a small, fast-paced nonprofit advocacy organization. Opportunities to grow and advance into more central communications, advocacy or administrative roles, depending on skills and experience.

Major Responsibilities/Activities

Communications Development & Support (33%)

- Draft, format and distribute weekly membership e-newsletter
- Draft, format and distribute specialty society membership newsletters
- Create, manage and regularly update content for the Society's website, e-communications and social media platforms
- Draft and edit press materials, including press releases, advisories and background memos
- Solicit, write, organize and format content for major publications including annual report, legislative reports, quarterly feature newsletter

Policy Support (33%)

- Conduct policy research and analyze and draft responses to state legislative and administrative policy proposals

- Draft member email alerts, articles and other communications informed by policy initiatives
- Assist VMS Director, Deputy Director and lobbyist in building effective multi-organizational coalitions and alliances on priority issues and campaigns
- Assist VMS Director, Deputy Director and lobbyist in engaging members in policy initiatives, including planning and carrying out advocacy events at the State House and throughout Vermont

Programmatic (33%)

- On behalf of VMS and specialty societies, assist in coordinating logistics for meetings, events and conferences including site negotiation and selection; inviting and coordinating faculty and trainers; scheduling; advertising; registration; preparation of training materials/supplies/equipment; and program administration
- On behalf of VMS and specialty societies, attending Board and Committee meetings, taking and preparing minutes.
- As skills and experience allow, develop leadership role with managing specialty society organizations including but not limited to running board meetings, planning agendas, policy and advocacy development, communications

Qualifications

- A Bachelor's degree is expected
- Experience working on issues related to health care policy, public policy and/or communications
- Enthusiasm for advancing the practice of medicine and serving Vermont's physicians, PAs and their patients
- Excellent writing, speaking and analytical skills
- Experience writing and editing with a variety of print and online communications media
- Strong self-motivation, ability to meet tight deadlines; adaptability
- Ability to plan, implement and coordinate administrative activities
- Outstanding attention to detail in all administrative skills
- Ability to work collaboratively with high-performing team of staff
- Willingness to work beyond a normal work day or more than 37.5 hours a week, as necessary
- Willingness to travel, as necessary

To Apply

Submit a cover letter, resume, writing/communications sample & and list of three references through our form available at <https://www.surveymonkey.com/r/J2STWYW>. **Applications due by 5pm April 20th with position to begin no later June 1, 2026.**

VMS is an equal opportunity employer. We are committed to building a diverse team and encourage applications from candidates with diverse backgrounds.

Disclaimer: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.