

# 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 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.*

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# VLCT Seeks Senior Property and Casualty Claims Representative



The Vermont League of Cities and Towns seeks a licensed claim professional to serve our membership of Vermont municipalities. This is an outstanding and rewarding career opportunity for a skilled multi-line property and casualty claims adjuster. The successful candidate will join our long-term property and casualty claims team and handle auto, property, general liability and a variety of professional liability claims. The position performs a wide range of duties, including handling moderately complex claims, conducting thorough investigations, and evaluating damages. This position works directly for VLCT's Property and Casualty Intermunicipal Fund (PACIF) which is a self-insured insurance association providing coverage to Vermont cities, towns, and other municipal entities.

Requirements:

- Current State of Vermont property and casualty adjuster's license required, plus seven to ten years of property casualty claims adjusting experience.
- Ability to understand the claims adjudication process.
- Excellent communication and problem-solving skills and the ability to analyze information.
- A valid driver's license.
- Experience working with self-insurance programs, public or governmental entities, and reinsurers desirable.
- Legal experience or possession of a Juris Doctor is a plus.



- Possession of or progress toward attaining an Associate in Claims (AIC) designation strongly preferred.

The successful candidate will be offered the position within a salary range of **\$70,000 – 85,000** 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 April 25, 2025.** Resumes will be reviewed as they are received. Interviews will be conducted remotely via Zoom. Position is open until filled.

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

## **VLCT Summer Internship Opportunities**

The Vermont League of Cities and Towns (VLCT) Summer Internship Program provides college juniors and seniors, and graduate students an opportunity to serve and strengthen Vermont local government.

This VLCT Summer Internship Program is a 10-week, 37.5 hour a week paid internship program (\$16.00/hr.) that runs from June 2 - August 8. The right candidates will be asked



to work a hybrid schedule, including several days a week in our Montpelier office, and occasional remote work from their home, if desired. VLCT recognizes that summer is brief and fleeting in Vermont, and hours may be adjusted to allow participants to take vacation or participate in other summer activities. Time off is unpaid.

VLCT will hire one intern who will have the opportunity to work with the **Municipal Assistance Center** to research local government operations, learn about Vermont's municipal laws, and help respond to local officials' questions. This intern will also work with the **Communications and Marketing Department** to assist with a website audit. The full MAC/Comms program details can be reviewed [here](#).

VLCT will hire a second intern who will have the opportunity to work with **Risk Management Services** and **Information Technology** departments. The full RMS/IT program details can be reviewed [here](#).

Both internships offer students a chance to learn more about municipal government and participate in other League wide events and activities.

### **To Apply**

Send cover letter, resume, and three professional references to [jhill@vlct.org](mailto:jhill@vlct.org) with the subject line **2025 Summer Internship**. Please also designate either MAC/COMMS or RMS/IT to signify your interest in which program. Applications are due by **Friday, April 25**. VLCT will conduct virtual interviews via Zoom during the first week of May. Participants will be notified of hiring by May 19th. Internship begins as early as June 2, depending on the finalist's school schedule.

