



CANNABIS CONTROL BOARD

89 Main Street Montpelier, VT 05602 | ccb.vermont.gov

THE CANNABIS CONTROL BOARD IS HIRING FOR THE POSITION OF MEDICAL PROGRAM COORDINATOR. PLEASE TAKE THE TIME TO REVIEW THE BELOW FREQUENTLY ASKED QUESTIONS PRIOR TO REACHING OUT TO STAFF.

How do I apply?

All qualified applications must be submitted through the Department of Human Resources website:

<https://careers.vermont.gov/>

The CCB cannot accept applications outside of DHR's portal.

What positions are open at the CCB?

Medical Program Coordinator

The Cannabis Control Board (CCB) is seeking a motivated individual to join our collaborative and dedicated team in the role of CCB Medical Program Coordinator. You will coordinate the day to day administrative and technical work of CCB's Medical Program. Duties include coordinating application process for medical patients and caregivers as well as ongoing Medical Cannabis Program needs assessment. The Medical Program Coordinator is responsible for the data collection, evaluation and reporting to ensure that the Medical Cannabis Program meets performance goals. This position provides training and technical assistance to other Medical Cannabis Program staff.

This position serves as the front line for inquiries about registering as a medical patient and helps shepherd the process from start to finish. This includes in-person application support as well as by phone, email and electronic submission.

Other tasks include working with Dispensary staff to ensure patients and caregivers receive educational materials regarding probable and proper dosage of cannabis and cannabis products. Works with Dispensary staff to ensure employee who have direct interaction with Patients and Caregivers, are properly educated to answer questions and provide information regarding the products available for purchase.

The CCB is a small agency with a big mission; becoming a member of this team requires enthusiasm and a strong work ethic. This position is based in the CCB's fast-paced in-person office environment in downtown Montpelier.

Should I call or email CCB to verify that my application and supporting materials are submitted?

No, CCB will reach out to applicants directly if we need materials related to your application.

When does the position close?

Applicants must submit requested materials to the Department of Human Resources by July 23, 2023.

Who do I contact if I have questions about completing my application?

The Department of Human Resources is available to assist with any questions about submitting your application. 802 828-6700, option 1.

When will I know more about my application status?

All applicants can follow their submission on the Department of Human Resources application portal.

Are there opportunities for remote work?

Duties are largely performed in a standard office setting.

Is this a full-time position?

Yes.

What is the hourly pay for this position?

This position pays \$28.58 per hour, and follows the standard compensation chart for classified employees in the State of Vermont system. More information on State of Vermont employee compensation may be found below:

<https://humanresources.vermont.gov/compensation/pay-charts>

How will I know if I have an interview?

Applicants will be contacted directly by the CCB after the application window closes on July 23, 2023.

If I'm chosen to interview, can I do opt for a remote interview?

CCB believes in a strong in-person culture, and we enjoy meeting all of the job applicants in person. Currently, all CCB interviews are in-person, and will take place at the CCB office at 89 Main Street, Montpelier VT (City Center Building, third floor).

Do I need to send the CCB anything that is not required in the application?

No, CCB will make requests for additional information directly to applicants as needed.

