



Prevention Network Coordinator, VISTA

Organization Description

Our mission is to build a stronger Northwest Vermont by mobilizing our community to improve people's lives. United Way isn't just our name – it's how we work. We bring together individuals, nonprofits, businesses, and government entities to fight for a strong, vibrant, and healthy community. We fight for the education, financial stability, and health of every person in Chittenden, Franklin and Grand Isle counties.

United Way of Northwest Vermont has a long history of promoting and facilitating volunteerism, advocacy, and giving. Volunteerism is the basis of our mission to build a stronger region by mobilizing our community to improve people's lives. We offer a range of programs that serve many demographics across Chittenden, Franklin, and Grand Isle counties.

Purpose of Position

Join United Way's Prevention Network as a member of the backbone team. As part of the backbone team, this role is dedicated to advancing the Prevention Network's mission to prevent substance misuse and promoting wellbeing in our communities. The primary purpose of this role is to support the Prevention Network in the areas of meeting facilitation, organizing Network training opportunities, and coordinating the annual Prevention Summit.

Key Responsibilities

Key responsibilities for this role include but are not limited to:

- Work closely with United Way staff, consultants, and volunteers as a member of the backbone team for the Prevention Network.
- Facilitate and contribute to meetings within the backbone team and broader Prevention Network
- Provide administrative support for meetings including agenda preparation, documentation, and follow-up actions.
- Support the coordination efforts for the Annual Prevention Summit, working with the backbone team to plan for, execute and evaluate the event.

Qualifications

- Available to start August 1st, 2024 (position starts August 1st, 2024, and ends July 31st, 2025, with the possibility to renew for another 12-month term).
- High school diploma or equivalent.
- Possess skills in the following areas: communications, project coordination, meeting facilitation, relationship building.
- Passion for community wellbeing

Benefits

- Living stipend - \$22,882 per year
- \$250 monthly housing, gas, or grocery stipend.
- Loan deferment for qualified student loans.
- EITHER 1) a choice of a \$6,345 education award OR 2) a \$1,800 (pre-tax) cash stipend.
- Health, dental & vision benefits.
- Ten paid personal days & 10 sick days plus federally recognized holidays.
- Childcare benefits if eligible.
- Discounted gym membership.
- Flexible schedule (35 hours per week).
- Professional development, networking, and community engagement opportunities.
- Chance to make a substantial difference in the community.
- Gain valuable work skills and experience.

How to Apply

Applications or questions should be sent to Dillon Boisvert via email at Hiring@unitedwaynwvt.org. Interviews are scheduled on a rolling basis, and the application deadline is June 30th, 2024. More information can be found on our [website](#). Early applications are encouraged to receive a SerVermont VISTA slot.