



**POSITION TITLE:** Community Engagement Coordinator – AmeriCorps VISTA

**EMPLOYMENT TYPE:** Full-time, temporary (August 2025 – August 2026)

**UNIT ORGANIZATION:** Community Impact

**REPORTS TO:** Director of Partner & Volunteer Engagement

### **PURPOSE OF POSITION**

The Community Engagement Coordinator will support United Way of Northwest Vermont’s efforts to engage community members and corporate partners in meaningful connections with the broader community through volunteerism, philanthropy, and education. This role will also be responsible for developing a new a membership model initiative that empowers older adults to contribute their time, resources, and expertise, strengthening community connections and supporting the nonprofit sector.

### **KEY AREAS OF RESPONSIBILITY**

*The primary responsibilities of this position include, but are not limited to:*

#### Community Outreach and Engagement

- Build and maintain relationships with nonprofit partners, businesses, and other stakeholders to expand engagement efforts.
- Maintain a calendar of outreach and community engagement activities.
- Assist in planning and coordinating special events, including donor and volunteer appreciation events and informational sessions.
- Manage and update the Volunteer Connection website to connect community members with volunteer opportunities.

#### Program Development

- Support the organization’s more general strategy to increase older adult engagement through volunteerism, philanthropy, and education.
- Assist in designing a membership program that connects older adults with volunteer and community engagement opportunities.

- Conduct research on both regional and statewide efforts similar to the membership program initiative to identify gaps and overlaps in the work.
- Recruit and support an advisory council to assist in guiding the initiative.
- Research funding opportunities and support grant-writing efforts to grow and sustain the initiative.

## **COMPETENCIES**

- Available to start August 11<sup>th</sup>, 2025 (position starts August 11<sup>th</sup>, 2025, and ends July 31<sup>st</sup>, 2026, with the possibility to renew for another 12-month term).
- High school diploma or equivalent.
- Possesses skills in the following areas: Community engagement and relationship building, communications and outreach, organization and time management, collaboration and teamwork. Excellent Microsoft Office skills.
- Passion for United Way's mission and community engagement.

## **BENEFITS**

- Living stipend of \$24,962
- End of Service Education Award of \$7,395 OR cash stipend of \$1,800
- \$250 monthly housing, transportation, or grocery stipend
- 10 paid personal days and 10 paid sick days plus federally recognized holidays
- Health, dental, and vision benefits
- Discounted gym membership
- Flexible schedule (35 hours per week)
- Loan deferment for qualified student loans
- Professional development, networking, and community engagement opportunities
- Opportunity to make an impact on your community
- Gain valuable experience

## **APPLICATION INSTRUCTIONS**

Please direct all inquiries and applications to Dillon Boisvert at [hire@unitedwaynwvt.org](mailto:hire@unitedwaynwvt.org). To apply, please submit a cover letter and resume. Applications will be reviewed on a rolling basis, and the position will remain open until filled. Early applications are encouraged.