



POSITION TITLE: Membership Coordinator – AmeriCorps VISTA

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

UNIT ORGANIZATION: Community Impact

REPORTS TO: Director of Common Good Vermont

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.

Purpose of Position

Join the Common Good Vermont (CGVT) team and help strengthen Vermont’s nonprofit sector. As the leading resource for mission-driven organizations, CGVT is looking for someone with an innovative and entrepreneurial mindset to drive the growth of our newly launched membership program. In this role, you will cultivate meaningful relationships with members, foster collaboration within the sector, and provide and expand access to critical resources and training opportunities – all while driving nonprofit excellence in the State of Vermont.

The VISTA Member will be engaged with a wide range of nonprofits in Vermont, including those working on housing and homelessness, food security, the arts and downtowns, land conservation, and social justice and equity. We offer a collaborative work environment and will work to ensure that the VISTA Member has a rewarding professional experience.

KEY AREAS OF RESPONSIBILITY

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

- Support the CGVT team in refining and enhancing the membership model, building on its first year of implementation to provide operational efficiency and continuous growth.
- Develop and implement engagement strategies to attract and grow CGVT's membership base.
- Research tools and strategies to enhance the benefits and value proposition for CGVT members.
- Identify and pursue grant opportunities to support the membership program's sustainability and growth.
- Provide administrative and logistical support to CGVT programming as necessary, including certificate programs, educational webinars, and the annual Nonprofit Summit.

COMPETENCIES

- Available to start August 11th, 2025 (position starts August 11th, 2025, and ends July 31st, 2026, with the possibility to renew for another 12-month term).
- High school diploma or equivalent.
- Possesses skills in the following areas: Innovative and entrepreneurial mindset, community engagement, project management, and collaboration. Excellent Microsoft Office skills.
- Passion for Vermont's nonprofit sector.

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 Hiring@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.