



POSITION TITLE: Prevention Network Coordinator – AmeriCorps VISTA

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

UNIT ORGANIZATION: Community Impact

REPORTS TO: Prevention Network Manager

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 promote 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 AREAS OF RESPONSIBILITY

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

- Work collaboratively with United Way staff, consultants, and volunteers as part of the backbone team for the Prevention Network.
- Facilitate and actively contribute to meetings within the backbone team and the broader Prevention Network.
- Support the development and implementation of an equitable, sustainable, and accessible grant funding process to assist organizations focused on prevention.
- Assist in managing projects that address substance use and misuse across diverse demographic populations.
- Support the coordination of the Annual Prevention Summit, working with the backbone team to plan, execute, and evaluate the event.
- Provide administrative support for meetings, including agenda preparation, documentation, and follow-up actions.

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.
- Possess skills in the following areas: communications, project coordination, meeting facilitation, relationship building.
- Passion for community wellbeing

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. 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