



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

**EMPLOYMENT TYPE:** Full-time, temporary (August 2026 – August 2027)

**UNIT ORGANIZATION:** Community Impact

**REPORTS TO:** Co-Director of Common Good Vermont

### **Organization Description**

United Way of Northwest Vermont mobilizes our community to create lasting solutions for a brighter tomorrow in Northwest Vermont. Through our networks, partnerships, and strategic initiatives, we are actively improving the lives of our families, friends, and neighbors within Chittenden, Franklin, and Grand Isle Counties.

We make real change in the lives of our neighbors by focusing on the unmet needs most important to—and told to us by—our community. We target our community investments towards what our neighbors need when they need it.

Common Good Vermont is a program of United Way of Northwest Vermont dedicated to uniting, strengthening, and advocating for Vermont’s nonprofit sector.

### **Purpose of Position**

Join the Common Good Vermont (CGVT) team and help strengthen Vermont’s nonprofit sector. The Nonprofit Engagement Coordinator supports efforts to strengthen Vermont’s nonprofit sector by expanding CGVT’s reach, resources, and programming. This role contributes to developing and coordinating projects that increase access to tools, learning opportunities, and shared services for nonprofit and mission-driven organizations across the state. Through program support, outreach, and resource development, the position helps ensure the long-term impact and sustainability of Common Good Vermont’s services.

## KEY AREAS OF RESPONSIBILITY

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

- Support the planning, coordination, and implementation of programs that strengthen nonprofit capacity statewide, including new initiatives and shared services.
- Gather, organize, and update nonprofit resources, including maintaining a web-based resource library and supporting the creation of basic guidance materials.
- Support the planning and logistics of workshops, trainings, and events
- Assist with outreach and communication efforts by helping draft content, update webpages, and support efforts to increase awareness of CGVT programs and services.
- Contribute to membership engagement efforts, including supporting communications, coordination, and basic tracking.
- Provide general program and administrative support as needed.

## COMPETENCIES

- Available to start August 11<sup>th</sup>, 2026 (position starts August 11<sup>th</sup>, 2026, and ends August 10<sup>th</sup>, 2027, with the possibility to renew for another 12-month term).
- High school diploma or equivalent.
- Possesses skills in the following areas: Communication and relationship building, organization and time management, collaboration and teamwork. Excellent Microsoft Office skills.
- Graphic design and communication skills preferred but not required
- 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 [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.