



POSITION TITLE: Prevention Network Coordinator – AmeriCorps VISTA

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

UNIT ORGANIZATION: Community Impact

REPORTS TO: Prevention Network Manager

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.

In this role, you will support the Prevention Network, a program of United Way of Northwest Vermont that brings people and organizations together to share information, build connections, collaborate, and explore opportunities focused on preventing substance misuse and promoting well-being.

PURPOSE OF POSITION

In this role, the VISTA will support the Prevention Network by working alongside a community partner, The Coalition for Tobacco Free Vermont, in support of a project focused on eliminate the sales of menthol and flavored tobacco products in Vermont by building grassroots support. This role offers hands-on experience in community outreach and public health advocacy. The VISTA will support and engage partners and community members and increase awareness about the health risks flavored tobacco products pose to youth.

KEY AREAS OF RESPONSIBILITY

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

- Helping develop and share clear, engaging communications about the project through outreach, events, and materials
- Supporting outreach efforts to connect community members, youth, and partner organizations to prevention work
- Assisting with building systems to recruit, train, and support volunteers, interns, and community members interested in grassroots organizing and advocacy

COMPETENCIES

- Available to start August 11th, 2026 (position starts August 11th, 2027, and ends August 10th, 2027, 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, and 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 [hiring@unitedwaynwvt.org](mailto: 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