



POSITION TITLE: Prevention Initiative 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 serving alongside our partners at the Winooski Partnership for Prevention. The VISTA will play a key role in strengthening WPP's ability to advance alcohol use disorder prevention by building the systems, relationships, and momentum needed for lasting change. Through both community engagement and outreach, the VISTA will help WPP connect with stakeholders and the broader community. This work will help prevent financial harm and poverty for Vermonters affected by substance use disorder, while also increasing readiness for healthier choices and system-level change around alcohol use. By supporting effective outreach and securing new funding, the VISTA will help WPP to sustain and expand prevention, treatment, and recovery efforts well beyond the term of service.

KEY AREAS OF RESPONSIBILITY

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

- Support communications and engagement activities by helping draft and share project messages, assisting with outreach events, and supporting the creation of materials that explain the project and how people can get involved.
- Assist with community and partner outreach by helping identify and connect with stakeholders, supporting initial engagement efforts, and tracking outreach and follow-up using simple tools or databases.
- Help coordinate grassroots participation by supporting the recruitment, onboarding, and ongoing support of volunteers, interns, and community members interested in prevention and advocacy work.
- Maintain and improve basic engagement systems by helping organize contact lists, tracking participation, and documenting outreach processes so they can be continued by staff after the VISTA term.
- Support long-term sustainability of prevention efforts by assisting with background research, documentation, and preparation related to future funding or program support.

COMPETENCIES

- Available to start August 11th, 2025 (position starts August 11th, 2026, 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