



**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**

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 well-being in our communities. The primary purpose of this role is to support the Prevention Network by facilitating meetings, 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.
- Support and build the capacity of network partners by providing technical assistance and training, connecting them to resources, and improving communication across the network

## **COMPETENCIES**

- Available to start August 11<sup>th</sup>, 2025 (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.
- 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