



100 Kanawha Blvd. W.  
Charleston, WV 25302  
304-533-1077  
www.wvhub.org

## Request for Proposals VISTA Project Coordinator

### Key Application Timeline

- The deadline for submitting questions is Monday, June 1, 2026 via email to [e.susman@wvhub.org](mailto:e.susman@wvhub.org).
- Questions will be compiled and posted online at [wvhub.org](http://wvhub.org) as an FAQ document by Wednesday, June 3, 2026.
- Deadline for submission: June 12, 2026, 5:00 p.m. (Eastern) via email to [e.susman@wvhub.org](mailto:e.susman@wvhub.org).
- Estimated contract start date: July 1, 2026.

### Overview

Established in 2009, The Hub has led and supported West Virginia's community development field for 17 years. During that time the organization has significantly increased its size, scope, and impact, while remaining focused on its primary mission: working with community leaders to help them implement the positive change they envision for their communities; and catalyzing the state's community development system. With the Hub's support, over 100 rural communities have leveraged more than \$80 million in additional funding to support economic development and community building strategies.

The Hub's VISTA program, now called THRIVE Corps, has operated successfully for 13 years. The members serving in the program have achieved significant milestones in community engagement, infrastructure development, and resource mobilization. The program yields new leaders for community development, has high retention rates, and connects new professionals to the mentors and information they need to successfully launch careers in the nonprofit sector throughout West Virginia and the region.

In 2026, THRIVE Corps is expanding and refocusing our work around core community development support for our partners. We are adding year-round sites, consolidating onboarding for members and sites, and supporting a summer member pilot program for internship-like placements in 2026.

The purpose of this request is to solicit information from qualified individuals interested in supporting the West Virginia Community Development Hub's (The Hub) AmeriCorps VISTA Program between June-December, 2026.

Specifically, the Hub is seeking an individual with experience managing the administrative and human resources involved in operating an AmeriCorps program to support the continued compliance and implementation of a growing ThriveCorps AmeriCorps VISTA program in partnership with a team of operations and programming staff at The Hub.

The selected contracted individual will provide the following services:

- Serve as lead point of contact for all AmeriCorps VISTA member questions and concerns.
- Serve as lead point of contact for all host site supervisors.
- Maintain organized documentation for all VISTA program materials including member files, recruitment materials, host site applications and Memorandums of Agreement, and reporting documentation.

- Manage the member recruitment and selection process including communications, and scheduling.
- Coordinate orientation and onboarding for incoming members, and ensure members understand program expectations, allowable activities, and program goals.
- Share responsibility with site supervisors regarding program implementation, expectations, and problem solving for VISTA members placed in service.
- Review and approve **VISTA Assignment Descriptions (VADs)** to ensure compliance with AmeriCorps requirements and alignment with Hub program goals; and collaborate with AmeriCorps to ensure VAD acceptance.
- Plan and conduct regular check-ins and periodic site visits with host sites and VISTA members to provide technical assistance and ensure program compliance.
- Oversee tracking for VISTA member activities and performance measures in accordance with AmeriCorps requirements, supporting The Hub VISTA team members in collecting and reporting strong data.
- Coordinate with internal staff to meet required reporting expectations with AmeriCorps.
- Plan and implement training opportunities and learning sessions for VISTA members throughout their service year with support from Hub staff and partners.

Deliverables must include:

- A well-coordinated onboarding curriculum for VISTA members with trainer notes and materials provided by September 30, 2026.
- Execution of an in-person VISTA member orientation aligned with the member cohort start of service for year-round sites in the mid-fall of 2026, followed by a staff debrief for continuous learning.
- Lead coordination of site onboarding for year-round site supervisors in the fall of 2026 using existing materials.
- An updated onboarding curriculum for VISTA site supervisors with trainer notes and materials provided by December 30, 2026 developed from the existing curriculum.
- Document site visit notes for all active sites prior to December 30, 2026.
- Organized and clear documentation of member files, site files, and other program records, accessible by staff at any time, prepared for handoff on December 30, 2026.
- A program sustainability and action plan that identifies strengths, weaknesses, opportunities and threats and prioritizes staff actions for the next 12 months (2027) including a timeline.
- A Handoff plan for continuity of program management, prepared with input from staff and sites prior to December 30, 2026. With at least one round of review by the WV Hub Executive Team.

## **PROJECT TIMELINE + BUDGET**

Proposal applications will be accepted until June 12, 2026 at 5:00 p.m. (eastern). A selection will be made within 3 weeks of the application period ending.

The contractor orientation will begin July 1, 2026. The contract will conclude on or before December 31, 2026. The contracted position may be reassessed at that time with a potential option to extend the contract or renegotiate scope if both parties agree. The budget for this scope of work should not exceed \$30,000.

## CONDITIONS

This contract is funded via federal grant dollars. Any selected contractor must be eligible to receive federal funds and must act in accordance with federal rules for spending grant resources. Grant funds may be renewed or ended at any time. The Hub makes every effort to pay contracts within 30 days of receipt of invoice but federal delays may result in delayed payments. Contracts may be cancelled with 30 days notice in writing from either party.

## APPLICATION PROCESS:

### Proposals must include:

1. An executive summary of the work that will be performed by the individual and a detailed work breakdown structure of the steps that will be taken to produce the deliverables stated and manage the expectations stated in this RFP. We estimate that this effort may take 20 hours per week on average.
2. A description of the applicant's experience and background in national service and project management.
3. A list of project deliverables to be created with a detailed timeline for each deliverable including milestones for review by the Hub and overall project completion.
4. A detailed budget for the project, including breakdown of personnel, travel, and other costs and the timeline for payments. The proposal must include estimated costs for in person travel to member and site orientation and a plan for conducting site visits which may be virtual or in person, depending on the site and member needs.
5. Credentials and qualifications of personnel who will work on the project including a resume.
6. If AI is utilized for the proposal submission, please include a short description of the ways AI was utilized and why.
7. Two professional references including phone number and email address.

Any questions regarding the proposal review and selection process should be sent to Erin Susman, Director of Operations at [e.susman@wvhub.org](mailto:e.susman@wvhub.org) with the subject line "VISTA Project Coordinator Questions". Questions submitted on or before Monday, June 1, 2026 via email will be answered online by June 3. Questions submitted after June 1 will not be answered.

Please submit proposals via email with the complete proposal included as a PDF attachment. Proposals should be emailed to Erin Susman, Director of Operations, at [e.susman@wvhub.org](mailto:e.susman@wvhub.org). Please include within the title of your email "VISTA Project RFP Response".

Proposals submitted after 5:00 p.m. eastern on June 12, 2026 will not be considered.

