

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.
- Questions will be compiled and posted online at 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.
- Estimated contract start date: July 1, 2026.

Questions & Answers

Who is eligible to apply?

The AmeriCorps program and this coordinator opportunity is available to all eligible individuals without regard to race, color, national origin, gender, age (40 and over), religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, or military service.

May I request Reasonable Accommodation?

Yes, applicants with requests for reasonable accommodations during the submission or selection process. Email E.Susman@wvhub.org with specific individual requests.

What is the correct email address for submission?

There is a typo in the original announcement. The correct email address for submission is E.Susman@wvhub.org.

How much travel are you expecting for this role?

- 1 overnight trip for member cohort onboarding delivery at a central location, could be a two day, one or two night trip. We expect member onboarding will occur in person, while site orientation and onboarding will be virtual. In-person events will be scheduled in a central location (likely Charleston or Clarksburg).
- 2 single day (not overnight) trips to site visits in Alderson and Morgantown in October.
- 1 optional single day trip to Charleston for summer cohort graduation which could be paired with an overnight for staff planning on the following day.
- Up to two additional single day trips for ad hoc programming needs through December 2026, scheduled as needed.

How much do you expect the person in this role to participate in Hub staff activities such as monthly staff meetings, retreats, training, etc?

- The contracted individual or organization is not expected to attend or be responsible for information shared during staff meetings or events unless that information is directly relevant to supporting the VISTA project and advance notice and agreement is provided.
- The contracted individual will be responsible for utilizing existing VISTA team communication structures, working collaboratively with VISTA Leaders and WV Hub team members and utilizing

the VISTA communication structure set up in our Slack platform. The contractor will also have access to the VISTA materials in our shared Google Drive, and use of an organization email address.

How many VISTAs and Sites are included in the program?

As of May 2026 there are 5 active year round VISTAs in service. Of those five, three are VISTAs serving in internal roles at The Hub, two are at outside partner sites. Twelve (12) additional summer VISTA members will begin service on June 1, 2026 and end service July 31, 2026. In the fall (likely the third week of October) an additional 12 year round VISTA members are expected to be enrolled into active service at external partner sites. These are new program sites that have not worked with THRIVE Corps in the past. The program completed a call for new sites in the Spring of 2026 resulting in a waiting list for potential sites as the program grows.

Year Round Potential	Year Round Active	Expected Fall Placements	# Sites
18 Year Round Standard Positions	3	12	12 External + The Hub Internal
2 Year Round VISTA Leaders Positions	2	0	Internal Only
15 Summer VISTAs	12	0	5
26-27 Total VISTAs (35 Available, 29 Anticipated)	17	12	18 (includes summer)

