



VISTA Contractor

March, 2026 – September, 2026

Overview: Volunteer Florida serves as a VISTA Intermediary within our first three years. We anticipate supporting 10 VISTA positions and up to 10 VISTA sites in this period. We seek consultant support for both members and sites including eGrants navigation, technical assistance/training, member reporting/timekeeping and continuous improvement of program implementation.

Primary duties

- Design and facilitation of monthly VISTA Site and Members trainings.
- Main point of contact for VISTA members during grant year.
- Onboarding VISTA members through required documents such as VAD, SLO, Enrollment Forms, Candidate Selection, OSOT, and End of Service Form.
- Review of Timesheet and Monthly Data Submission via OnCorps.
- Implement improvement of quality of VISTA Site and Member experience, as applicable.
- Monthly meeting with Volunteer Florida staff and submission of invoice and deliverables.

Secondary duties

- Completion of biweekly Sponsor Verification Form on eGrants.
- Assistance with VISTA Progress Report and Progress Report Supplement due to the agency.
- Assistance with updating policies and procedures related to Volunteer Florida's VISTA Intermediary project.
- Assistance with Concept Paper process seeking new site partners.

Apply

Please provide a summary of your interest and VISTA experience, including a resume and cover letter by February 20, 2026. Please submit materials to cat@volunteerflorida.org.

Compensation

Volunteer Florida anticipates compensation of \$14,000 over the period of March, 2026 – September, 2026, paid monthly based on invoicing and accomplishment of contracted deliverables.

Volunteer Florida is the state's lead agency for volunteerism and national service for Florida. Volunteer Florida administers over \$92M in federal and state funding to deliver high-impact national service and volunteer programs in Florida. For more information about our organization, please visit us at: www.volunteerflorida.org.