



Program Officer (AmeriCorps National Service Programs) Position Description

Job Title: Program Officer, AmeriCorps National Service Programs
Department: WV Commission for National and Community Service (dba Volunteer West Virginia)
Reports To: Executive Director
Unit: Programs Team
Classification: CDS I, Pay Grade 14
Pay Range: \$32,000-\$42,000
FLSA Status: Full time exempt
Prepared: March 14, 2018

Summary:

The Program Officer is a member of the program team and is jointly responsible for coordinating the selection, support, and evaluation of Volunteer West Virginia (VWV)-funded service programs; reporting on progress to primary stakeholders; and managing budgets of and fund transfers to grantees. Additionally, the Program Officer is responsible for promoting an ethic of service across the state through outreach efforts and by acting as a liaison between VWV and other organizations that are a part of the service, nonprofit and volunteer network. The Program Officer reports to the Executive Director.

What you'll do:

- You will manage a portfolio of grantees as a member of the program team, including but not limited to AmeriCorps.
- You will ensure high-quality program and fiscal/grants management practices by collaborating with the program and finance teams to identify needs and provide responsive training and technical assistance, which may be provided during grantee meetings and orientations, via phone, or on-site as requested.
- In collaboration with the finance team, you will oversee grantee contracting, budget negotiations, reimbursement requests, fiscal reporting, and grant closeouts.
- You will monitor grantee progress through site visits, progress reports, phone consultation, and other means.
- You will recommend corrective action for programs found to be out of compliance with state, federal, or West Virginia regulations and requirements.
- You will participate in, and may lead, the grant selection process, including providing technical assistance to applicants, recruiting and training reviewers, participating in the review process, conducting pre-award assessments, and conducting appropriate follow up activities.
- You will assist with reporting to stakeholders such as the Corporation for National and Community Service, the Governor's Office, and the state legislature.
- You will identify opportunities to develop new initiatives and collaborations to support the field of service and volunteerism.
- You will track and manage data according to specific standards.
- You will collect and share best practices among grantees and nonprofits.
- You will serve as a liaison to groups and associations as the need arises.
- You will collaborate with VWV staff and partners to conduct public relations campaigns that promote service across the state.



What we are looking for:

- Bachelor's degree.
- Strong demonstrated commitment to and knowledge of service and volunteerism, AmeriCorps grant management experience strongly preferred.
- Three to five years of experience in direct service, program management or development, and/or grants management.
- Experience working with community-based nonprofit organizations.
- Excellent critical thinking skills and a positive, can-do personality.
- Demonstrated ability to build strong, productive relationships with diverse individuals and organizations to achieve common goals.
- Capacity to work independently, as part of a team, and collaboratively with a broad range of individuals and organizations.
- Proven ability to initiate problem solving and remain flexible.
- Strong written and verbal communication skills.
- Strong organizational skills and a desire to work in a fast-paced environment dedicated to community service.
- Ability to create new processes and prepare in advance to address challenges and barriers to success
- Ability and willingness to travel independently within West Virginia and, occasionally, out of state; driver's license required.
- Volunteer West Virginia is an Employer of National Service. We welcome applications from AmeriCorps or Peace Corps Alumni or those with previous experience working in a civilian service program.

Volunteer West Virginia is a small state agency within the Office of Education and the Arts. Our agency is headquartered in Charleston on Capitol Street and offers a flexible and accommodating work environment. Volunteer West Virginia is committed to hiring practices that support the values of a diverse workplace and reflect the makeup of the West Virginia communities it serves. Volunteer West Virginia does not discriminate on the basis of race, creed, color, national origin, sex, gender, sexual orientation, marital status, age, political affiliation or religion, in accordance with non-discrimination requirements of applicable statutes and in accordance with our agency values and principles. Volunteer West Virginia welcomes applications from people with disabilities and will make reasonable accommodations upon request.

To apply, send a cover letter and resume to moya.doneghy@wv.gov. Please include "AmeriCorps Program Officer" in the subject heading.

Applications will be considered on a rolling basis with **priority given to those received by Friday, April 6, 2018**. All interested applicants are encouraged to apply as soon as possible.

For more information about Volunteer West Virginia, please visit www.volunteerwv.org.