



**AmeriCorps Outreach & Training Officer
Position Description**

Job Title: AmeriCorps Training Officer
Department: WV Commission for National and Community Service (dba Volunteer West Virginia)
Reports To: AmeriCorps Program Manager
Unit: AmeriCorps National Service Programs
Work Location: Preference for candidates who live and work in Charleston. Applicants who live outside of Charleston but can travel to Charleston for work at least four days per month may be considered.
Pay Range: \$38,000-\$45,000
FLSA Status: Full time, overtime eligible
Prepared: November 5, 2019

Summary:

The Outreach and Training Officer is a member of the program team and is jointly responsible for coordinating the selection, support, and evaluation of Volunteer West Virginia-funded national service programs; reporting on progress to primary stakeholders; and managing training programs for grantees, potential grantees, and partners throughout the state. Additionally, the Outreach and Training Officer is the lead staff responsible for promoting AmeriCorps and Senior Corps programming in West Virginia, Development of new National Service programs, supporting training events and logistics for AmeriCorps and Senior Corps program staff, and planning and supporting training for AmeriCorps members throughout their service term. The position will also act as agency lead to develop, partner, host, and design capacity building support for national service, nonprofit and volunteer network partners in alignment with the West Virginia State Service Plan and agency training plan. The Outreach and Training Program Officer reports to the AmeriCorps Program Manager and has primary responsibility for implementing deliverables in the Commission Investment Fund grant application.

What you'll do:

Duties of Program Officers may be mixed or divided based on expertise. In general, Program Officers work as a team to provide: support and monitoring for existing grantees, development for new grantees, oversight and management of the grantmaking process, and training and technical assistance to grantee staff and AmeriCorps members. Program Officers may also be involved in providing training, referrals or support to other National Service programs including Senior Corps and AmeriCorps VISTA or AmeriCorps NCCC programs.

- You may manage a portfolio of grantees especially planning grantees as they develop new national service programs.
- 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.
- You will monitor grantee progress through site visits, progress reports, phone consultation, and other means.
- You will participate in 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 staff and partners to conduct public relations campaigns that promote service across the state.
- You will develop training programs for AmeriCorps grantees, potential grantees and AmeriCorps members.
- You will convene Senior Corps and VISTA program staff to better understand training and development needs and integrate those needs into the Commission training plan.
- You will manage the training logistics and state procurement process for national service training and outreach activities.
- You will develop relationships with national service programs both in and out of state.
- At times, you may provide expertise, feedback and direction to other national service programs or staff.
- At times, you may supervise a field-based AmeriCorps recruiter, intern, fellow, or other junior staff.

What we are looking for:

- An idea person with a strategic framework.
- A person that is curious, likes meeting new people, enjoys outreach and travel, and cares about strengthening communities.
- Bachelor's degree.
- A positive, upbeat and friendly personality.
- Strong demonstrated commitment to and knowledge of service and volunteerism, AmeriCorps grant management experience strongly preferred.
- Experience with management of training programs, delivery of training, and logistics management.
- Attention to detail.
- High Standards for grammar, punctuation, spelling, and overall professional image.
- Experience working with a board of directors or providing support for committee work.
- Experience developing and maintaining partnerships.
- Three to five years of experience providing training, program management or related services.
- Experience working and delivering training to 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 independent state agency supported by the Department of Arts, Culture and History. 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 value 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 Training Officer” in the subject heading.

Applications will be considered on a rolling basis until an applicant is selected. All interested applicants are encouraged to apply as soon as possible with preference given to applications received prior to January 16, 2020.

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

This job opportunity is not in the classified service and not covered under the Administrative Rule of the WV Division of Personnel. All employees are retained at the will and pleasure of the agency and may be terminated without cause at any time. All employees are subject to a six month probationary period during which, the ability to successfully perform the responsibilities of the position will be assessed. This position is grant funded.