



AmeriCorps Assistant Position Description

Job Title:	AmeriCorps Assistant
Department:	WV Commission for National and Community Service (dba Volunteer West Virginia)
Reports To:	AmeriCorps Director
FLSA Status:	Temporary
Compensation:	\$16-\$18/hour
Prepared:	June 2, 2021

Summary

Volunteer West Virginia, the State Commission for National and Community Service, manages a grant portfolio of 11 statewide AmeriCorps programs and over four million in federal funding. Our AmeriCorps programs tackle crucial needs through initiatives focused on education, arts, culture, and health.

The AmeriCorps Assistant provides administrative support to the AmeriCorps team with an emphasis on ensuring AmeriCorps program compliance. This position reviews reports and documents to support AmeriCorps programming and help organizations achieve full compliance with all requirements for AmeriCorps. Data collected in this role is used to guide portfolio management, make strategic department decisions, and develop future training for programs. This position will also support training event logistics, communications with constituents, and other administrative tasks as needed.

This is a contract position with an average of 20 hours per week with a flexible work environment. Our agency prioritizes education and funds yearly attendance to training and courses. There is potential for growth in this role for the right candidate who is interested in growing in the fields of federal grants management, public administration, or nonprofits.

Duties and Responsibilities

The purpose of this position is to provide AmeriCorps program compliance oversight and administrative support for the AmeriCorps team.

AmeriCorps Program Monitoring and Oversight

- Implement monitoring activities including timesheet monitoring, enrollment, and retention, as instructed by AmeriCorps Director.
- Provide timely responses to subgrantee and partner organizations.
- Assist AmeriCorps team with program monitoring site visits and desk reviews.

AmeriCorps Grantmaking

- Provide logistical support to community reviewers.
- Provide administrative support to AmeriCorps Director.
- Download and file grant documents including Notice of Grant Awards and Applications.

Training and Technical Assistance

- In collaboration with Training Officer and Outreach Officer, provide administrative support for outreach and training activities.
- Represent Volunteer West Virginia at training, conferences, and other events as necessary.



What We Are Looking For

- Excellent attention to detail
- Responds promptly and courteously to needs and requests
- Sound professional judgement to tailor communication to the audience
- An interest in learning about government and nonprofits
- Capacity to work independently and as part of a team
- Strong written and verbal communication skills
- 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 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 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: Please submit a resume with cover letter to Hawley Carlson, Executive Director, Hawley.r.carlson@wv.gov.

This job opportunity is not in the classified service and not covered under the Administrative Rule of the WV Division of Personnel.