



## **Program Officer Position Description**

<b>Job Title:</b>	Program Officer
<b>Department:</b>	WV Commission for National and Community Service (dba Volunteer West Virginia)
<b>Reports To:</b>	AmeriCorps Director
<b>Pay Range:</b>	\$40,000-\$45,000 Annually
<b>FLSA Status:</b>	Full-time, hourly

### **Summary**

The Program Officer is responsible for programmatic compliance monitoring and customer service oversight of a portfolio of AmeriCorps federal subgrants in West Virginia. This position ensures that all 45 and 2 CFR requirements for subgrantee management are met. This position works closely with the AmeriCorps Director to create and implement an annual grant compliance and monitoring plan and supports department with continuous learning to ensure that monitoring and compliance policies and procedures are up to date with all regulations. This position will ensure that subgrantee questions and concerns are addressed promptly and courteously.

### **Duties and Responsibilities**

The purpose of this position is to provide programmatic compliance monitoring and customer service for AmeriCorps subgrantees.

### **Subgrantee Monitoring and Oversight**

- Work with AmeriCorps Director to develop and implement an annual monitoring and compliance plan that includes in-person and virtual monitoring and compliance oversight. Review criminal history checks, timesheets, and member enrollments.
- Provide timely support and guidance to subgrantee and partner organizations.
- Monitor grantee progress through site visits, progress reports, and phone consultation.
- Work with AmeriCorps Director to develop corrective actions for programs found to be out of compliance with state and federal regulations and requirements.
- Support agency response to federal monitoring, audits, criminal history check and enrollment findings.

### **Organization and Record Retention**

- Develop systems to ensure all required subgrantee and agency records are maintained expertly and completely.
- Ensure all information regarding AmeriCorps compliance can be found swiftly by AmeriCorps Team and Executive Director.

### **Training and Technical Assistance**

- Collaborate with Training Officer, AmeriCorps Director, and Outreach Officer, to meet annual AmeriCorps goals.
- Ensure high quality program and grants management practices
- Engage in continuous learning to ensure high level of knowledge regarding AmeriCorps and Federal Grant management best practices.
- Provide technical assistance to program grantees
- Represent Volunteer West Virginia at training, conferences, and other events as necessary.
- Travel in and out of state as needed to meet department goals and to collect and share best practices among grantees and nonprofits.
- Make recommendations to AmeriCorps Director and Executive Director as needed to improve policies and procedures.



### **Outreach and Events**

- Support AmeriCorps outreach initiatives, special projects and events as needed by AmeriCorps Director.

### **AmeriCorps Grantmaking**

- Support grant application and review process as needed by AmeriCorps Director.

### **What We Are Looking For**

- Bachelor's degree preferred
- Previous federal grant experience preferred
- Ability to multi-task and manage competing demands
- Excellent problem-solving skills
- Exceptional attention to detail
- Strong written and verbal communication skills
- Interest in engaging in continuous learning to become a subject matter expert
- Experience maintaining relationships and providing support
- Responds promptly and courteously to customer needs and requests
- Sound professional judgement to tailor communication to the audience
- Capacity to work independently, as part of a team, and collaboratively with a broad range of individuals and organizations
- Ability and willingness to travel within West Virginia and, occasionally, out of state
- 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 and cover letter to Hawley Carlson, Executive Director at [Hawley.r.Carlson@wv.gov](mailto: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.*