



Program Coordinator Position Description

Job Title:	Program Coordinator
Department:	WV Commission for National and Community Service (dba Volunteer West Virginia)
Reports To:	Executive Director
Pay Range:	\$40,000.00 - \$46,000.00 Annually
FLSA Status:	Full-time, hourly
Prepared:	March 25, 2024
How to Apply:	Submit a resume and cover letter by email to Hawley Carlson, executive director, at Hawley.r.carlson@wv.gov by April 8, 2024.

Summary

The program coordinator provides logistics and programmatic support for a variety of training and other events. The program coordinator oversees office services, provides prompt and courteous responses to the public, and supports the executive director with commission meeting planning and agency travel. The program coordinator provides fiscal and administrative oversight for small grant programs such as the days of service grants and implements agency training plans for grant writing and volunteer management.

Duties and Responsibilities

The purpose of this position is to ensure the smooth operation of Volunteer West Virginia. This position will be instrumental in organizing training and events and supporting the executive director with special projects and agency administration.

Event and Training Support

- Schedules Commission meetings, prepares for event set-up, and takes meeting minutes.
- Supports AmeriCorps training and events and prepares for event set-up.
- Supports outreach officer with Governor's Service Awards and outreach events.
- Schedules grant review events and prepares for event set-up.
- Provides other event support as needed for Volunteer West Virginia team.
- Oversees grant writing, volunteer management, and other trainings.
- Attends recruitment and outreach events on behalf of the commission as needed.
- Provides support for virtual training including West Virginia Wednesday Webinars.

Office Administration

- Manages supply inventories and deliveries.
- Checks mail, answers phone and returns communication as needed.
- Reviews invoices and processes them for payment.
- Support Volunteer West Virginia staff with purchasing paperwork.
- Oversees Volunteer West Virginia filing systems.
- Coordinates agency property list.
- Provides support to executive director with other administration and special projects as needed.

Grants and Service Days

- Supports executive director with implementation of agency small grant programs such as days of service grants.
- Provides customer service to applicants and grantees.
- Collects and reviews financial and programmatic reporting from grantees.



What We Are Looking For

- Ability to multi-task and manage competing demands
- Excellent problem-solving skills
- Exceptional attention to detail
- Strong written and verbal communication skills
- Event planning experience
- Prior training or teaching experience a plus
- Responds promptly and courteously to customer needs and requests
- Capacity to work independently, as part of a team, and collaboratively with a broad range of individuals and organizations
- Ability and willingness to travel several times a year 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 Quarrier 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.

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