

## JOB DESCRIPTION

**Job Title:** AmeriCorps Program Manager – Flint Recovery Corps

**Department:** Community Impact

**Supervisor:** Director of Community Impact

**Supervises:** National Service Members

**Full Time / Part Time:** Full Time

**Exempt / Non-Exempt:** Non-Exempt

**Union / Non Union:** Non Union

**Organizational Standards and Behaviors / Core Competencies:** These individual competencies represent the knowledge, abilities and behaviors that result in an individual's personal effectiveness and effective interactions with others. These are competencies that ALL individuals are expected to possess. These competencies define what the organization values the most in people. The goal of these core competencies is for individuals to be able to perform in a diverse number of positions throughout the organization.

- Mission Focused
- Relationship oriented
- Collaborator
- Result oriented
- Brand Steward

**Position Summary:** This position is primarily responsible for the management of the Flint Recovery Corps AmeriCorps Program which places national service members (AmeriCorps) in local organizations to address community needs related to food security and nutrition, behavioral and developmental health, early education, and medical management.

**Essential Duties and Job Responsibilities:** includes the following: Other duties may be assigned to meet the business needs.

- Work collaboratively with partner organizations to place and manage 6 full-time and 10 half-time AmeriCorps members
- Provide ongoing support for host sites and supervisors to effectively oversee members and meet grant requirements, including supervisor orientation
- Manage and report on program budgets, in collaboration with the Michigan Community Service Commission
- Implement host site application processes to solicit and select AmeriCorps host sites
- Recruit, annually, a team of individuals to serve as AmeriCorps members; coordinate and implement appropriate training and technical assistance
- Conduct performance reviews of AmeriCorps members, host site visits, and trainings/professional development for members
- Ensure program compliance with member timesheets, reports, and member activities
- Create program materials, resources and information, and disseminate as appropriate
- Develop federal reports and grant applications; collect and gather data and stories from the field to inform and highlight the program
- Facilitate a Flint Recovery Corps strategic plan

- Maintain close working relationship with Michigan Community Service Commission, including monthly Program Director meetings, to see program metrics are met and all CNCS and MCSC procedures are followed

**Qualifications/Requirements:**

- Excellent written and oral communication skills.
- Excellent interpersonal relationship skills.
- Must be detail oriented; work well with deadlines and results oriented.
- Ability to demonstrate strong written and verbal communication skills including facilitation and presentation experience.
- Strong relationship-building and organizational skills.
- Early morning, evening and weekend work hours.
- Ability to think strategically and develop the broader picture.
- Light Travel.

**Education/Training/Experience:**

- Bachelor's degree from accredited college or university or 10 years of experience.
- Demonstrated understanding of national service programs. AmeriCorps experience preferred.
- Two years of relevant professional experience, including administrative/program management, budgeting, and supervision. Understanding of principles of grants administration.
- Strong interpersonal skills and the ability to work with diverse people and community groups. Commitment to team work.
- Self-motivated and well-organized with the ability to work independently. Ability to prioritize and get things done calmly in a fast-moving, multi-task environment.
- Computer literacy including: Word, Excel, and PowerPoint, as well as a strong knowledge of internet resources, including social networking and web page usage.

**Physical Requirements:**

- Ability to safely and successfully perform the essential job functions consistent with the ADA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA and other federal, state and local standards.

**Position Details:**

Full time/Exempt

Benefits (Medical, Dental, Vision, 401k)

Starting Salary Range \$35,000-\$38,000

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