

JOB DESCRIPTION

Job Title: National Service Coordinator/Functional Area Specialist

Department: Community Impact

Supervisor: AmeriCorps Program Manager

Supervises: None

Full Time / Part Time: Full Time

Exempt / Non-Exempt: Non-Exempt

Union / Non Union: 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 supporting the National Service Accelerator.

Essential Duties and Job Responsibilities:

- Assist the AmeriCorps and Civic Engagement Manager with AmeriCorps activities including:
 - recruitment of members and host-sites;
 - coordinate NCCC logistics;
 - life After AmeriCorps Day & AmeriCorps Week; and,
 - general support of the National Service Accelerator.
- Support all UWGC National Service programs
- Manage Egrants, AmericaLearns and OnCorps
- Support the AmeriCorps manager with member needs
- Coordinate applications for city, state and national service/volunteerism awards.
- Manage and coordinate monthly National Service Accelerator meetings.
- Assist in the management of the AmeriCorps Member Leadership Council
- Lead AmeriCorps National Days of Service
- Support the capacity building of host site organizations
- Support the Volunteer Coordinator with Genesee Serve activities
- Other duties as assigned.

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.
- Light travel

Education/Training/Experience:

- Experience/training in the following areas: nonprofit capacity building, marketing and relationship building.
- Baccalaureate degree in English, Business Administration, Marketing, Communications, Accounting or related field and three (3) years of related experience;
Or, Associate Degree in a specific academic field or related discipline and eight (8) years of related experience; Or, ten (10) years of related experience.
- Candidates must demonstrate effective oral and written communications skills.
- Candidate must demonstrate computer skills.

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 Information:

Hourly Rate: \$21.72

Benefits - Medical, Dental, Vision, 401K, Life Insurance,
PTO, Paid Holidays
