

SOUTH CAROLINA SERVICE COMMISSION

Position Description: AmeriCorps Manager



Title:	AmeriCorps Manager
Reports to:	Director of AmeriCorps
Level/Status:	Management - Full-time; exempt <i>In compliance with the Fair Labor Standards Act, this position is classified as an exempt position and the employee is not eligible for overtime. Occasional evening and weekend hours may be required.</i>
Location:	Columbia, South Carolina (but may reside anywhere in the state)
Employment Type:	Grant-Funded
Hiring Range:	\$42,000 - \$48,000
Last Updated:	January 2022

Organizational Information:

Housed within the United Way Association of South Carolina, the South Carolina Service Commission (SCSC) is based in Columbia, SC. The commission serves as the state's lead agency on volunteerism, administering AmeriCorps State and Volunteer Generation Fund grants across the Palmetto State. The current portfolio includes 30+ grant recipients, which encompasses over \$4 million in federal funding and is paired with local matching funding. AmeriCorps grants are managed by the federal AmeriCorps agency (Corporation for National and Community Service – CNCS). The mission of AmeriCorps is to improve lives, strengthen communities, and foster civic engagement through service and volunteerism.

Description of Position:

The AmeriCorps Manager will be an integral member of the AmeriCorps SC staff team – a highly collaborative, innovative, and respected team of national service professionals who work together to ensure the annual success and growth of national service programming and AmeriCorps members across South Carolina. The person in this position is responsible for providing high-quality support, training, monitoring, and technical assistance to a portfolio of national service grantee organizations and will work hard to ensure grantees' understanding of and compliance with federal and state AmeriCorps requirements for long-term sustainability and success under the mission of the South Carolina Commission for National and Community Service.

Key Responsibilities:

Oversight of Subgrantees:

- Manage a portfolio of AmeriCorps or National Service Grantees, primarily tasked with overseeing the monitoring and enforcement of subgrantees across the state.
- Monitor grantee progress through site visits, progress reports, phone consultations, reimbursement review, and other means (virtual or in-person). Recommend corrective action for programs found to be out of compliance with state, federal, or AmeriCorps SC regulations and requirements.
- Ensure high-quality AmeriCorps program management by collaborating with colleagues to identify needs and provide responsive training and technical assistance to grantees, which may be provided during in-person and online meetings and orientations, via phone, or on-site as requested.
- Provide ongoing coaching, resources, and encouragement to AmeriCorps SC programs to support their success, continuous improvement, impact, and growth over time.
- Consider the needs of subgrantees and advocate on their behalf internally.
- Track and manage data according to specific standards including keeping detailed records in Salesforce related to all subgrantees.
- Collect and share best practices among grantees and nonprofits.
- Serve as a liaison to external groups, community partners, and associations as the need arises.
- Assist with promoting AmeriCorps and the field of service and volunteerism across the state.

The above statements are intended to describe the general nature and level of work being performed by the individual in this position. They are not intended to be an exhaustive or exclusive list of all duties, responsibilities, and skills required of the position.

Knowledge, Skills and Abilities/Competencies:

- Knowledge of the non-profit sector and/or AmeriCorps or other national service programming
- Ability to interact well with others and to maintain positive working relationships throughout the community with diverse groups of people
- Strong oral and written communication skills
- Ability to understand and interpret federal and state grant regulations
- Ability to respond effectively to sensitive issues, inquiries, or complaints
- Ability to travel periodically within the state of South Carolina and/or to regional events
- Highly comfortable with technology
- Highly organized - ability to think strategically and critically
- Ability to calculate figures and amounts, including percentages
- Ability to read, analyze and interpret data and reports and solve problems
- Successful track record of managing multiple projects with a diverse customer base

Support and Broader Duties:

- Participate in local, state, regional, or federal AmeriCorps trainings and conferences, including events hosted by the AmeriCorps federal agency, the SC commission, and the national network of America's Service Commissions.
- May be assigned to develop expertise and manage special projects within a particular focus area, such as AmeriCorps program income, in-kind documentation, or other grant compliance issues.
- Work collaboratively across the organization to accomplish the broader goals of the SCSC and UWASC, including supporting Commissioners and/or Board members as well as playing a support role for AmeriCorps and/or community volunteers during disaster/crisis response.

Minimum Education and Experience:

- Minimum of 3 years of successful work experience of similar responsibility and complexity
- Bachelor's degree in related field preferred (Nonprofit Management, Accounting, Business)
- Experience coordinating and providing trainings and providing technical assistance
- Federal or State Grant Management experience preferred
- Previous participation (as a member or staff) in a National Service program such as AmeriCorps, VISTA, or Peace Corps preferred

Additional information:

- Valid driver's license in the State of South Carolina and access to an automobile for use during work hours.
- *Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.* The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and see, talk, or hear. The employee frequently is required to reach with hands and arms. The employee is frequently required to stand; walk; and occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. The employee must be able to travel.

To Apply:

Submit a cover letter and complete chronological resume to careers@uwasc.org by end of day on February 6, 2022. Please include AmeriCorps Manager in the subject line of the email.