



Appalachian Forest National Heritage Area

PO Box 1206 ~ Elkins, WV 26241 ~ 304-636-6182
www.appalachianforest.us ~ info@appalachianforest.us

Now Hiring!

Help Manage our AmeriCorps Program!

AFNHA is hiring a Staff Position to help manage and administer the AFNHA AmeriCorps: Enhancing Assets to Benefit Communities Program, under the direction of the Program Director.

The Staff Position is flexible, depending on the level of experience and interest of the candidate. We are seeking a Program Manager with experience in administration and managing programs to quickly learn and take significant responsibility for the AmeriCorps program. Alternatively, we may hire a less experienced Program Associate to assist with program duties, who has interest in learning and growing into increased responsibility.

Primary duties will include assisting with recruitment, training, member support, oversight and reporting for the AFNHA AmeriCorps program, as well as primary responsibility for timesheet reviews, site visits, and fostering relationships with members and sites.

This Position is for a full-time employee, who will hopefully start summer of 2019. The job will remain open until filled. We prefer at least a one year commitment for this position, to coincide with the AmeriCorps program year.

Appalachian Forest National Heritage Area is a newly designated National Heritage Area that has been operating prior to that designation for over 15 years. We work with partners in 18 counties of West Virginia and western Maryland on issues related to forest heritage, including conservation, heritage and community development, and tourism. We operate a 40 member AmeriCorps team in our West Virginia counties, based out of our Elkins office. We are currently working on our National Heritage Area management plan.

We are looking for a person who exemplifies competence, communication, and commitment. We work together as a team with cooperation and support between all staff members. An individual successful in this position will be in a good position for promotion within the organization.

Duties: Assist Program Director with the following:

- Maintaining communication with AmeriCorps program members and sites including regional travel for site visits to assess performance and resolve issues, at least once a year and up to three times a year to each site.
- Acting as the primary point of contact between the AFNHA organization and the AmeriCorps members.
- Recruiting and interviewing new members
- Planning and conducting orientation, trainings, team meetings, and supporting member development
- Collecting and updating member records in hard files, google drive, OnCorps and eGrants system
- Reviewing member timesheets twice a month.
- Reviewing member reports, and using that data, reporting on progress and performance
- Team building, member adjustment, calendar, scheduling, service projects
- Supporting member and team morale, including participating in periodic member activities
- Helping resolve member issues, conflict resolution and discipline
- Communicating with state Program Officers and attending periodic Program Director meetings
- Communicating with AFNHA Board, and attending periodic Board meetings
- Alumni relations
- Assisting with program evaluation, and communicating program outcomes and impact
- Other duties as assigned based on interests and skills, which could include:
 - assisting with the historic preservation hands-on team
 - assisting with specific projects, such as pollinator initiative and Discovery Center
 - involvement in AFNHA management planning and events
 - organization communications, outreach, and partner development

Qualifications and Expectations: The ideal candidate will have training (college degree) and background related to management, human resources, public administration, or national service, or may have a degree related to one or more of the AFNHA focus areas of conservation, forestry, heritage, historic preservation, tourism, community development, with management experience. We are looking for candidates with experience (3 or more years preferred) in supervision, personnel management, leadership, team coordination, and/or conflict resolution, in a non-profit, service, or business environment. Ideal candidate will meet or exceed these qualifications, but for Program Associate option we may consider candidates with less experience or a different mix of background.

Previous experience as an AmeriCorps member or supervisor, with other national service programs, and/or previous involvement with AFNHA will be a plus. AFNHA is an Employer of National Service and welcomes applicants with National Service experience.

Successful candidate MUST be organized and meticulous with paperwork, and computer literate with comfort in Word, Excel, email, google drive, and social media.

Communication and people skills are vital. Successful candidate must work closely with a wide variety of people. Good written and verbal communication skills, positive attitude, professionalism, calm demeanor in response to stress or conflict, ability to help with conflict resolution, and comfort with speaking in groups will all be needed. Candidates who can connect readily with the AmeriCorps members are encouraged to apply.

AmeriCorps staff person - whether Program Associate or Program Manager -- must be able to work independently with periodic direction. You will participate as part of a close-knit team, including assisting with program evaluation, direction, and improvements.

Person hired in the position should commit to AFNHA principles and be prepared to take responsibility and represent the organization. They will be expected to represent AFNHA as a professional, and to build relationships with site representatives, government agencies and officials, and program partners. It will be important to understand and comply with AmeriCorps prohibited activities, including not advocating or representing political or religious viewpoints as an employee.

Position will work primarily out of AFNHA office in Elkins City Hall and/or Darden Mill in Elkins. Some remote work from a home office you provide might be possible, as long as you are available for frequent meetings with other staff and for all expected AmeriCorps team and AFHA meetings and travel for site visits.

To apply, please submit by email to afha@appalachianforest.us:

- Cover letter expressing why you are a good fit for the position.
 - What skills or experience do you have that will make you suitable for the duties of this position, and which position level do you see as appropriate for you?
 - What is your understanding of or background regarding AmeriCorps and National Service?
 - What is your understanding or background of participation in AFNHA?
 - If you have current or future responsibilities that may impact your availability, start date, or hours you would be available for employment, please indicate that to us. We can have some flexibility for the right candidate.
- Resume
- Names and contact information (email & phone preferred) for 3 References
- Please use "AmeriCorps Staff Position" in the header of your email.

We hope to interview for the position in July, but will accept applications until filled.

Contact:

Phyllis Baxter, Executive Director
phyllisb@appalachianforest.us

or

Logan Smith, Deputy Director
logan@appalachianforest.us
office 304-636-6182