

AmeriCorps Program Manager, Virginia State Commission

The Virginia State AmeriCorps Office, located in Richmond, Virginia, is recruiting for the position of Virginia AmeriCorps Program Manager. This leadership position manages all day to day operations of the Virginia AmeriCorps program and supervises the work of a highly-motivated professional team of up to 8 full and part-time staff members. This position ensures compliance with AmeriCorps program regulations and supports a highly effective network of AmeriCorps programs addressing priority needs in communities across the Commonwealth. The Virginia Commission currently funds fourteen AmeriCorps programs where more than 400 AmeriCorps members serve.

Responsibilities include strategic planning, budget development and monitoring, federal reporting, community outreach and delivery of public presentations, and staff supervision/ development. The Manager works closely with Virginia's AmeriCorps programs by providing guidance, training, and problem solving as well as ensuring compliance with all state and federal requirements. In addition, the Manager helps support the work of the Governor's Advisory Board on Service and Volunteerism in creating public support for volunteerism and national service. This position reports to the Director of the Office on Volunteerism and Community Services.

Minimum Qualifications

Demonstrated ability to lead and supervise a team of professional staff and set an inspiring vision for national service and volunteerism in Virginia. Experience with program administration and project management; budgeting; interpreting and applying policies, grant requirements, state or federal standards and regulations; and implementing compliance procedures. Ability to complete complex planning, work independently, organize and manage multiple projects, and work under pressure to meet deadlines. The successful candidate must have excellent written, verbal, presentation, and computer skills as well as a demonstrated ability to work diplomatically and skillfully with a variety of stakeholders such as elected officials, volunteers, board members, program directors, and persons from diverse backgrounds and experiences. Bachelor's degree in public administration, education, urban planning, human services, or related field and at least two years experience managing complex programs, projects or agencies or equivalent education and experience.

Preferred Qualifications

Experience with AmeriCorps or other national service programs of the Corporation for National and Community Service. Experience with program planning, evaluation, and data analysis. Experience managing programs that are funded by the federal or state government. Experience managing grant-making processes.

Hiring Range: \$75,000 to \$83,000; Application period: open until filled.

To Apply: Please visit <https://jobs.agencies.virginia.gov>. Search by the agency (Department of Social Services - 765), working title (AmeriCorps Program Manager), role title (Program Administration Manager II), and/or position number (W2172). Applicants must apply online through the Virginia Recruitment Management System accessed via the link above.

VDSS values the service and experience of our Veterans. As such, Veterans are encouraged to apply and receive preference in the hiring process. AmeriCorps, Peace Corps and other national service alumni also are encouraged to apply.

The Virginia Department of Social Services is an Equal Opportunity Employer.