



## POSITION DESCRIPTION

- 
- POSITION:** Compliance Coordinator
- REPORTS TO:** Director of AmeriCorps
- TYPE OF POSITION & FLSA STATUS:** Part-Time/Non-Exempt
- LOCATION:** Employee must live in Nevada. No relocation assistance.
- SALARY:** \$16-\$18 per hour (\$16,640-\$23,400/year) 15 - 25 hours per week and may accommodate a candidate's preferred schedule.

Nevada Volunteers is seeking a Compliance Coordinator to join our team and perform essential programmatic oversight for a portfolio of AmeriCorps Nevada subgrantees. This position is ideal for those who are highly organized, exceptionally detail-orientated, and demonstrated ability to learn new database systems quickly.

### Who we are:

Nevada Volunteers is the Governor's Commission on Service. We are a nonprofit organization dedicated to strengthening Nevada through national service and volunteerism. As the State's central coordinating body for service and volunteerism, Nevada Volunteers is responsible for developing, implementing, and sustaining a vision and culture of civic engagement, and national and community service, throughout the state. We do this through the administration of AmeriCorps Nevada grants, and training for public sector leaders, and raising the visibility of volunteerism and national service in Nevada.

### Position Overview:

The primary function of this position is to support AmeriCorps Nevada programs with AmeriCorps grant requirement compliance reducing the burden for program directors.

### Responsibilities:

- Provide National Service Criminal History Check oversight and review for all AmeriCorps Nevada subgrantees.
- Train AmeriCorps Nevada Subgrantees on compliant National Service Criminal History Check process.
- Conduct desk monitoring to ensure compliance of AmeriCorps Nevada programs with federal grant requirements.
- Work as part of the AmeriCorps team in development and implementation of Nevada Volunteer's national service and volunteerism strategies.
- Provide support to Director of AmeriCorps and Program Officer in ensuring sound oversight of organizations receiving AmeriCorps State grants from Nevada Volunteers.

- Maintain accurate grant records for each subgrantee.
- Develop and maintain expert knowledge of AmeriCorps National Service Criminal History Check statutes, regulations, policies and procedures.
- Review time sheets for AmeriCorps members and ensure each is completed correctly.
- Provide oversight of accompaniment documentation as needed.
- Notify the Program Officer and/or Director of AmeriCorps of noncompliance immediately.
- May facilitate meetings, focus groups, training or other events with Nevada Volunteers grantees or be assigned to a cross-functional team to support Nevada Volunteers goals.
- May perform other duties as assigned consistent with current duties and responsibilities.
- The above functions may be completed with or without reasonable accommodations.

**Accountable For:**

- Promotes and advocates for an organizational culture that values volunteers, supports their development and retention, and leadership in the organization.
- Work with volunteer and paid staff as needed to successfully complete tasks, including following processes established for documenting and tracking volunteer hours and impact.
- Timely completion and accuracy of all work.
- Working closely and harmoniously with other employees.
- Adherence to policies and procedures.
- Equipment belonging to Nevada Volunteers that is within their possession.

**Qualifications:**

- At least one year of relevant work experience.
- Highly organized with exceptional attention to detail.
- Ability to prioritize accuracy above other competing demands.
- Ability to interact with people of all ages and cultural backgrounds.
- Proficient computer skills. Confidence in using Excel and Microsoft Word and the ability to learn new systems quickly is essential.
- Experience with programs funded with federal grants or with AmeriCorps is a plus.

Nevada Volunteers is an Equal Employment Opportunity organization. As such, Nevada Volunteers ensures equal employment opportunities without discrimination or harassment on the basis of age, gender, race, color, religion, national origin, sexual orientation, veteran status, disability or other classes protected by law.

Nevada Volunteers will conduct pre-employment and employment screenings as follows:

- National Sex Offender Public Registry Website
- Conduct a fingerprint-based Nevada State/FBI criminal registry check

**To apply:**

Please send a resume and cover letter by email to Alicia Blood, Director of AmeriCorps, [alicia@nevadavolunteers.org](mailto:alicia@nevadavolunteers.org). Priority consideration will be given to candidates who apply by January 24, and can start March 1; however, applications will be received until the right candidate for the positions is found.