



## **PennSERVE Seeks Program Officer**

PennSERVE seeks a professional with demonstrated commitment to AmeriCorps, national service, and volunteerism to join our growing team as we support volunteerism and service across Pennsylvania.

As a Program Officer for PennSERVE, you will provide direct oversight, monitoring, training, and technical assistance to PennSERVE's portfolio of AmeriCorps programs and other National Service grantees and constituents.

The Commonwealth of Pennsylvania is proud to be an equal opportunity employer supporting workplace diversity. PennSERVE is seeking an individual with a dedication to diversity, equity, and inclusion; and comfort working respectfully with people of diverse backgrounds including but not limited to race, gender, gender identity, sexual orientation, religion, ethnicity, national origin, age, disability, and socioeconomic status.

AmeriCorps Alums and individuals with national service experience are strongly encouraged to apply.

### **Interested applicants must apply by November 8, 2018 via the PA Employment website.**

To view the position description and submit an application, visit <https://www.governmentjobs.com/careers/pabureau/jobs/2252746/program-officer-administrative-officer-2?keywords=program%20officer&pagetype=jobOpportunitiesJobs>.

### **Program Officer Responsibilities**

Provides direct oversight, monitoring, support and technical assistance to assigned AmeriCorps programs that are sub-grantees of PennSERVE to maximize program effectiveness and ensure compliance.

Interprets and communicates AmeriCorps program requirements and policies, state/federal grant and contract policies, performance standards and PennSERVE policies and procedures to assigned programs. Recommends adjustments to programs to allow for effective program design and activities that fit within regulations.

In coordination with Executive Director and Assistant Director, develops, approves, and monitors performance objectives for assigned AmeriCorps programs. Provides timely feedback to programs regarding progress in attaining performance measures, and where necessary, develops and monitors corrective action plans.

Works with other PennSERVE staff to assess and manage programs' risk to determine overall monitoring strategy and activities.

Conducts monitoring site visits of AmeriCorps programs to ensure legal compliance with federal and state regulations, confirms adherence to approved grant contract activities,

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*Auxiliary aids and services are available upon request to individuals with disabilities.  
Equal Opportunity Employer/Program*



evaluates member and community satisfaction, assesses areas for continuous improvement and provides technical assistance. Documents feedback to programs in a timely fashion.

Maintains program files for assigned programs to maintain a yearly record of program compliance, performance, activities, and accomplishments.

Collaborates with other PennSERVE staff to provide required federal reporting.

Supports annual AmeriCorps Request for Applications as assigned by the Executive Director, including review of sub-grantee applications.

Coordinates with PennSERVE staff for implementing PennSERVE's grant for training and technical assistance, including: annual creation and submission of the summary of accomplishments report, annual creation of the Training Plan for the coming year; and implementation of the Training Plan to strengthen PennSERVE's AmeriCorps programs and the National Service and Volunteerism network across the Commonwealth.

Identifies training and technical assistance needs, working with grantees to continuously improve their programs.

Conducts training evaluation and annual needs assessment to ensure program needs and input are incorporated into the training and technical assistance Plan.

Collaborates with PennSERVE staff to develop training events—coordinating venues, logistics, equipment, and training personnel—and participates in delivery of training to provide quality face-to-face training and technical assistance opportunities for sub-grantee AmeriCorps programs and members and other National Service and Volunteerism participants.

Coordinates with PennSERVE staff to provide monthly program training conference calls with sub-grantee AmeriCorps programs to provide remote training and technical assistance and policy updates.

Provides training, technical assistance, and customer service to sub-grantee AmeriCorps programs, other National Service grantees, and to citizens of the Commonwealth on National Service and volunteerism topics via telephone and e-mail to promote and strengthen service and volunteerism in Pennsylvania.

May perform other duties as assigned consistent with current duties and responsibilities.