



## GOVERNOR'S COORDINATING OFFICES

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### **Job Announcement**

#### **Governor's Office on Service and Volunteerism (GOSV)**

#### **PORTFOLIO TRAINING MANAGER (PTM)**

**Basic Function:**

The GOSV Portfolio Training Manager (PTM) will work closely with commission staff to strengthen Maryland's national service programs by providing specific training and technical assistance to programs, with a focus on performance measurement, program evaluation and development of strong evidence for program design. The PTM will also be responsible for planning AmeriCorps program staff training and GOSV staff peer exchanges.

**Responsibilities:**

This is a full-time position that requires 40 hours per week and may require occasional work on evenings or weekends. Core duties will include:

- Design, delivery, and assessment of training and technical assistance for potential grant applicants and established sub-grantees
- Facilitate outreach and technical assistance sessions for potential applicants in all regions of the state
- Create online resources, including written guides and webinar recordings, to address principles of program design, performance measurement, program evaluation and evidence-based practice

- Plan quarterly sub-grantee staff meetings
- Provide individualized support to enhance sub-grantee data quality, program evaluation and program design, all with the goal of demonstrable evidence-based practice
- Support potential grant applicants and established sub-grantees in the development of applications appropriate for national (competitive) consideration
- Liaise with contractors and trainers hired to provide specific training and support to staff and sub-grantees
- Plan and support logistics of staff peer exchanges and other GOSV staff training opportunities.

**Salary and Benefits:**

Salary will be commensurate with experience. This position is contractual through 08/31/19; continuation subject to federal grant availability and contingent on satisfactory performance.

**Qualifications:**

- Minimum Bachelor's degree in relevant subject
- Understanding of principles of public and nonprofit program management, fiscal management, and grants administration
- Experience as a participant or administrator of a CNCS-supported program or organization strongly preferred
- Knowledge of and experience with implementing social science research preferred
- Event planning experience preferred
- Strong task completion and project management experience
- Extraordinary attention to detail
- Excellent verbal and written communication skills, including public speaking
- Access to reliable transportation and willingness to travel on a regular basis, including occasional overnight travel

**To Apply:**

Submit cover letter, resume, and three professional references to:

Van Brooks

Director, Governor's Office on Service and Volunteerism

Van.brooks@maryland.gov

**Deadline to Apply:**

September 28, 2018