



## GOVERNOR'S COORDINATING OFFICES

COMMUNITY INITIATIVES • SERVICE & VOLUNTEERISM • PERFORMANCE IMPROVEMENT  
CRIME CONTROL & PREVENTION • SMALL, MINORITY & WOMEN BUSINESS AFFAIRS  
CHILDREN • DEAF & HARD OF HEARING

### **JOB ANNOUNCEMENT**

**Hiring Now: Deadline to Apply is October 26, 2018**

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

### **PROGRAM OFFICER**

#### **Background:**

The Program Officer (PO) is an integral position in the administration of program grants on behalf of the Governor's Office on Service and Volunteerism (GOSV) within the Governor's Office of Community Initiatives (GOCI).

The PO works closely with the Senior Program Officer to manage our program portfolio, assisting in the development of an annual monitoring plan, management of monitoring and reporting activities, and overseeing compliance of grant agreements, regulations and policies of the Corporation for National and Community Service (CNCS) and other funders. (Current programs include AmeriCorps State and Volunteer Generation Fund.)

#### **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:

- Work in conjunction with GOCI/GOSV staff to develop program grant proposals; create and submit grant applications and budgets.

- Work in conjunction with GOCI/GOSV staff to ensure compliance in program grant management and reporting.
- Work in conjunction with GOCI/GOSV staff to manage and maintain financial tracking systems for program grants.
- Assist in coordinating the Governor's Commission on Service and Volunteerism's active engagement and participation in the GOSV's grantmaking function.
- Participate in recruitment, selection, and monitoring of grantees.
- Participate in dissemination and collection of notice of grant awards.
- Contribute to program staff meetings and other convenings.
- Contribute to the annual grantee monitoring plan. Activities will include annual review of GOCI/GOSV systems and records (electronic and hard copy); determining site visit order and priorities; completing regular portal compliance review of all program grantees; updating monitoring manuals; reviewing and disseminating grant regulations, provisions, etc.
- Learn, interpret, and monitor compliance of GOSV grantees with all federal and state funding requirements and regulations.
- Assist in the completion of narrative reports for funders and stakeholders.
- Assist in the review of grantee progress and financial reports; provide feedback and resources each quarter as appropriate; aggregate data for reporting.

**Salary and Benefits:**

Salary will be commensurate with experience. State of Maryland benefits package.

**Qualifications:**

- Minimum Bachelor's degree in relevant subject
- Experience in service and volunteerism field (as staff, AmeriCorps member, or other participant) and knowledge of key field issues
- Knowledge of data compilation and reporting (especially spreadsheet design and usage)
- Ability to quickly learn and implement a wide range of policy and regulatory guidance
- Demonstrated knowledge of and experience with use of technology to manage communications and program information (especially with online tools/databases and Excel)
- Strong task completion and project management experience
- Extraordinary attention to detail
- Excellent verbal and written communication skills
- Access to reliable transportation

**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:**  
October 26, 2018