

Office of Higher Education  
Job Opportunity



Senior Consultant, Program Officer – Division of Student Services

Open To:	The Public
Location:	450 Columbus Blvd, Hartford, CT
Hours:	Full-Time (40 hours/week)
Starting Salary:	\$63,665
Closing Date:	December 21, 2018

**General Information**

The AmeriCorps Program Officer is responsible for technical assistance; program management and monitoring systems to ensure that AmeriCorps grantees deliver effective programs accomplish objectives and comply with programmatic requirements.

The Program Officer is a member of the program team and is jointly responsible for coordinating the selection, support, and evaluation of Serve Connecticut funded service programs; reporting on progress to primary stakeholders; and managing budgets of grantees. Additionally, the Program Officer is responsible for promoting an ethic of service across the state through outreach efforts and by acting as a liaison between Serve Connecticut and other organizations that are a part of the service, nonprofit and volunteer network. Serve Connecticut is an initiative within the Office of Higher Education.

**Reports to:** Director of Programs

**Grants Management Responsibilities:**

*Training and Technical Assistance*

- Provide responsive customer service, high-quality support, and targeted technical assistance to grantees
- Convene grantees for program training and meetings
- Take the lead organizing and facilitating program staff meetings
- Work together with program staff in the implementation of training & technical assistance plan and budget to fulfill Serve Connecticut's strategic initiatives, meet program development needs and comply with CNCS guidelines
- Work with grantees in the development and continuous improvement of program systems and objectives

*Monitoring and Evaluation*

- Oversee grantee reporting and evaluation of grantees to assess the impact and effectiveness of programs
- Ensure grantees' compliance with applicable federal and state laws, rules and regulations. Implement and develop policies and procedures
- Review and provide recommendations on individual grantee Program Operating Procedures and conduct intro site visit for assigned grantees
- Conduct monitoring activities including desk audits and site visits

- Provide required feedback to grantees

#### *Fiscal Monitoring*

- Oversight of periodic expense reports for assigned programs
- Work with Serve Connecticut fiscal staff to provide technical assistance on program budgets as needed

#### **Other Job Functions**

Assist with other Serve Connecticut activities including implementing development efforts, strategic initiatives, the RFP process, trainings and other duties as assigned.

#### **Minimum Qualifications**

- Bachelor's degree
- Minimum 3 years of demonstrated experience in program management or grant making with a nonprofit, government agency, foundation or private entity
- National Service experience preferred; AmeriCorps experience preferred
- Ability to work and build relationships with diverse individuals and organizations
- Ability to provide prompt, accurate and high-quality customer service
- Ability to work independently and as a member of a staff team
- Excellent oral and written communication skills
- Strong organizational and project management skills

#### **Other Qualifications**

- Strong analytical and data interpretation skills
- Experience with program and budget development
- Knowledge of the local, state and national service and volunteer networks

#### **Application Instructions**

Interested candidates should send/email the following: a letter describing how their interest and experience match the position requirements, a resume, and contact information (including email addresses and telephone numbers) for three (3) professional references. All materials must be received by December 21, 2018.

Lisa Negro  
Office of Higher Education  
450 Columbus Boulevard, Suite 510  
Hartford, CT 06103-1841  
Email: [LNegro@ctohe.org](mailto:LNegro@ctohe.org)

The Office of Higher Education is an Equal Opportunity/Affirmative Action Employer and strongly encourages applications from women, minorities, persons with disabilities and veterans.