



AMERICORPS PROGRAM OFFICER

SALARY RANGE

\$50,000 - \$63,309 Annually

CHARACTERISTICS OF WORK:

Under the general direction of the Deputy Director, Volunteer Mississippi's AmeriCorps Program Officer is responsible for overseeing federal funds intended to promote community service and volunteerism throughout Mississippi. This position develops policies and procedures; conducts program planning, monitoring, and evaluation for federal AmeriCorps funds; and functions as a technical expert to local and state government agencies and nonprofit organizations related to federal and state laws, regulations, and policies. Primary functions are related to supporting Volunteer Mississippi's role in administering the AmeriCorps State Program Portfolio, primarily monitoring compliance with programmatic management of AmeriCorps Mississippi grants.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

- Manage an assigned AmeriCorps program portfolio for compliance and performance measure accomplishment to maximize results with federal, state, and Volunteer Mississippi requirements, policies, procedures, and practices.
 - Serve as primary contact for assigned portfolio to provide guidance and technical assistance, including being the liaison to federal program contacts.
 - Monitor assigned AmeriCorps programs' compliance with federal and state requirements through site visits and progress report reviews.
 - Provide high quality customer service and proactively provide written and verbal feedback to organizations in assigned portfolio to build relationships and foster continuous improvement.
 - Understand and interpret guiding documents, including federal, state, and Commission policies, grant terms and conditions, and guidance to ensure AmeriCorps programs comply with and maximize results according to all applicable requirements, policies, practices, and procedures.
 - Work with the Volunteer Mississippi team to identify non-compliance issues and develop recommendations to resolve non-compliance ranging from corrective action plans to termination of grant awards; develop and monitor corrective action plans for organizations found to be non-compliant.
 - Plan, organize and execute trainings for Mississippi AmeriCorps programs.
 - Develop and maintain instructional documents for Mississippi AmeriCorps programs.
 - Support AmeriCorps program alignment with the Mississippi State Service Plan.
- Provide oversight of organizations receiving AmeriCorps funding. Activities include but not limited to:
 - Perform programmatic desk reviews to assess overall adequacy and compliance with laws, regulations, terms and conditions and acceptable performance practices.
 - Conduct site visits to assess program compliance of files and quality of programmatic data stored at program site, to provide in-person technical assistance as necessary.
 - Perform data quality monitoring to ensure performance measure and progress report data are verifiable and valid.
 - Write reports of monitoring findings.
 - Work with involved parties to resolve findings.
 - Review corrective action plans through subsequent monitoring of issue areas to determine whether acceptable levels of improvement are occurring. Keep management informed of all

- significant developments, and immediately alert management of any possible signs of fraud or mismanagement.
- Provide training to ensure AmeriCorps programs comply with fiscal rules and regulations.
- Work closely with the AmeriCorps team to create policies and guidance related to management of federal grants that are aligned with the federal statute and regulations.
- Assist in the creation of user-friendly program guidance for AmeriCorps program directors and other grant recipients.
- Participate in selecting AmeriCorps program subgrantees, meeting State Serve Plan goals and all other commission grant and programmatic goals.
 - Assist the AmeriCorps Administrative Officer in the administration of the AmeriCorps grants including selection, oversight, and evaluation of grant recipients.
 - Assist in collecting program data to effectively and efficiently report to the Corporation for National and Community Service and elected officials and for marketing efforts.
 - Represent Volunteer Mississippi at meetings, conferences, events and other functions, including making remarks or presentations.
 - Strengthen Volunteer Mississippi's relationship with stakeholders including federal contacts, elected officials, administrators of non-profit organizations and the general public.
 - As needed, may be required to report to the State Emergency Operations Center.
 - Performs related or similar duties as required or assigned.

BENEFITS:

Health/Prescription Insurance: Eligible employees can participate in the state's health and prescription insurance program.

Life Insurance: All eligible employees receive an actual term life insurance policy upon employment. The policy coverage is two times the employee's annual salary to a maximum of \$100,000.

Optional Insurances: The agency offers discounted premiums for dental, vision, and cancer insurance.

Flexible Spending Accounts: Accounts offer opportunity for employees to participate in pre-tax spending accounts. These accounts allow employees to withhold childcare expenses and unreimbursed medical expenses prior to application of state and federal taxes.

Paid Personal Leave and Sick Leave: Full-time employees receive paid time off for personal needs and for sick leave. Leave begins accruing after one month of employment and may be used as it is accrued. Employees earn approximately 18 days of personal leave and 12 days of sick leave annually.

Holidays: Employees receive up to 10 paid holidays to enjoy many of our nation's celebrations with family and friends.

Retirement Program: The State of Mississippi provides all its employees a Defined Benefit/Defined Contribution Retirement Program. Employees become vested in the State's retirement system after 8 years of employment. Both you and your employing agency contribute toward your retirement. More detailed information can be found at <http://www.pers.state.ms.us>

Deferred Compensation: Employee may participate in a deferred compensation voluntary retirement savings plan.

HOW TO APPLY:

Position open immediately and will remain open until filled. Please submit a cover letter and current resume to acms@ihl.state.ms.us