



PennSERVE Seeks Assistant Director

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

As the Assistant Director for PennSERVE, you will provide leadership for Pennsylvania AmeriCorps programs, spearhead the grantmaking process, and coordinate training and monitoring of AmeriCorps programs. The Assistant Director will help implement the State Service Plan, with a laser-like focus on growing and strengthening service and volunteerism in Pennsylvania.

The Commonwealth is an equal employment opportunity employer and is committed to a diverse workforce. The Commonwealth values inclusion as we seek to recruit, develop, and retain the most qualified people to serve the residents of Pennsylvania. PennSERVE is seeking an individual with a dedication to diversity, equity, and inclusion; an interest in promoting continual improvement in diversity, equity, and inclusion of AmeriCorps; 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 individuals are strongly encouraged to email a resume and cover letter to PennSERVE@pa.gov after submitting an application through the PA Employment website: <https://www.governmentjobs.com/careers/pabureau/jobs/2923757/assistant-director-administrative-officer-3?keywords=assistant%20direc&pagetype=jobOpportunitiesJobs>.

Applications will be accepted until December 23, 2020.

What You'll Do:

Staff Leadership:

- You will work collaboratively with PennSERVE staff and provide leadership on key projects.
- You will be the staff lead on program support and monitoring and training and technical assistance initiatives.
- You will assist in the development of PennSERVE policy, including reviewing federal, state, and local legislation, regulations, directives, and guidance.
- You may provide support in fiscal monitoring and budget tracking.

Grant Making:

- You will lead the AmeriCorps grant processes, including writing the Request for Applications and reviewer materials, reviewing applications, aggregating peer and staff reviews, and providing feedback and clarifications to applicants.

651 Boas Street, Room 1306 | Harrisburg, PA 17121-0750 | pennserve@pa.gov | www.dli.pa.gov/pennserve

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

Training and Technical Assistance:

- You will create and implement an annual training plan to strengthen AmeriCorps and service programs across the commonwealth.
- You will develop training events for national service staff and AmeriCorps members, including the annual AmeriCorps Week Celebration and Conference.

Subgrantee Support and Monitoring:

- You will provide oversight, monitoring, support, and technical assistance AmeriCorps programs.
- You will develop an annual monitoring plan and lead staff in all aspects of monitoring including site visits, progress report reviews, and fiscal reviews.

The full position description is available [through the Commonwealth of Pennsylvania employment website.](#)

Qualifications

If you are a self-starter, detail oriented, have exceptional communication skills, and enjoy supporting AmeriCorps programs, please apply today!

- You should have at least five years of progressively responsible experience, ideally within the national service field, or with direct service, program management, and/or grants management.
- You must have strong organizational skills and the ability to handle multiple projects and prioritize effectively.
- You should enjoy problem-solving and be creative in finding or developing solutions within a framework of federal regulations.
- You must be comfortable with significant amounts of reading and written work.
- You should have a love of service, a willingness to see areas within the service field that can be strengthened, and the courage to seek constant improvement for AmeriCorps programs, members, and the communities in which we serve.

Location

PennSERVE staff continue to be in a temporary telework status as a result of the Coronavirus pandemic. Beyond the pandemic, this position *may* be eligible for telework. All PennSERVE employees must work within Pennsylvania.

Compensation

The Assistant Director is classified as an Administrative Officer 3, with a pay scale range of \$58,895 - \$89,448. Salary is not likely to exceed the mid-point of the scale, dependent on experience. Full Commonwealth of Pennsylvania benefits are available.