

## **AMERICORPS PROGRAM OFFICER/ TRAINING COORDINATOR**

The AmeriCorps Program Officer and Training Coordinator oversees and administers training and technical assistance to AmeriCorps State programs and AmeriCorps members in NC while ensuring compliance with federal regulations and policies.

### **ROLES AND RESPONSIBILITIES**

- Assist with grant and budget review on an annual basis.
- Provide training and technical assistance to AmeriCorps Program Directors and members.
- Monitor and evaluate processes for the recruitment, placement, and retention of program members.
- Assist with writing and updating the AmeriCorps Policies and Procedures to ensure compliance with state and federal regulations.
- Ensure compliance with training and technical assistance pertaining to federal regulations.
- Interact with the Commission's Finance Director to gain knowledge of fiscal compliance of AmeriCorps grant subrecipients.
- Monitor member electronic timesheets to ensure compliance with approved grantee activities.
- Aggregate and analyze data needed for the AmeriCorps Grantee Progress Report.
- Review quarterly progress reports submitted by subrecipients; provide feedback to subrecipients.
- Ensure AmeriCorps programs are operating at a high level of quality by monitoring performance through phone calls, correspondence, technical assistance, and quarterly and annual reports.
- Assist AmeriCorps Compliance Officer with desk reviews and site visits as needed.
- Monitor financial expenditures of programs throughout the year to ensure granted funds are being spent; develop a plan for reassigning unfilled member slots from one program to another.

- Provide technical assistance to AmeriCorps grantees to ensure compliance with program requirements (i.e., sustainability strategies, evaluation, program development and continuous improvement and consultation).
- Provide assistance in the review and approval of all AmeriCorps grantee budget line-item transfer requests.
- Organize and execute informational presentations on AmeriCorps to potential stakeholders in the community.
- Connect with AmeriCorps National Direct and VISTA programs around the state to provide training for members throughout their service year.
- Act as staff support for the Commission's AmeriCorps Committee and other Commission committees as designated by the Executive Director or Deputy Director of the Commission.
- Organize and execute statewide AmeriCorps meetings and training sessions (i.e., Program Start Up Training, AmeriCorps Launch, Life After AmeriCorps), as well as regional forums, conducted by the Commission office.
- Act as staff liaison to the AmeriCorps member LeaderCorps council. Provide LeaderCorps orientation and support members throughout the year as they plan for speakers, conferences, and other meetings.
- Provide opportunities to connect AmeriCorps Alumni with current members in an effort to promote mentoring and a lifelong dedication to service.
- Coordinate, when necessary, with the Governor's Chief Ethics Officer/Deputy General Counsel to ensure federal and state regulations, in concert with state and federal law, are appropriately applied to AmeriCorps subrecipients.
- Complete other duties as assigned by the Executive Director or the Deputy Director.

#### **QUALIFICATIONS**

- College degree and experience with AmeriCorps grants/programs are required.
- Excellent interpersonal skills and written/oral communications skills.



- Experience administering grant programs, outreach, program development and community service is preferred.
  - Experience planning events and/or trainings.
  - Works well as a member of a team.
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Salary Hiring Range: \$47,000 - \$50,000 per year

Location: Charlotte or Raleigh

Time Limited Position through December 2024

Please submit a cover letter and resume via the [application form](#) by September 9<sup>th</sup>.