



volunteerflorida

AmeriCorps Program Manager

Volunteer Florida is currently looking for an AmeriCorps Program Manager to join our team! Be part of the people powered solution of AmeriCorps, supporting impactful programming to address Florida's most pressing challenges. The position is based in Tallahassee, Florida and is not a fully remote position. Please submit a cover letter and resume to be considered for our team.

Position Summary

Volunteer Florida's AmeriCorps Program Manager will serve as a key team member in the National Service Department. The position is responsible for the grant and contract management of a portfolio of Volunteer Florida's AmeriCorps Programs. This position will have the primary responsibility for managing the contract deliverables and grant management activities associated with 10 or more AmeriCorps programs. This position requires strong relationship skills.

Desired Skills and Experience

This position requires a Bachelor's degree and a minimum of three years' relevant work experience or seven years of relevant experience to substitute for the educational degree. Master's degree in social work, administration, education or in a related field, preferred. The ideal candidate will be internally motivated towards excellence, a team player with grant management experience and will have a passion for service. Service in AmeriCorps or Peace Corps is an additional consideration.

Other knowledge, skills and experience include the following:

- **Grant Management** — Knowledge of contract management, technical assistance, training and monitoring of subgrantees to ensure high quality performance. Ability to provide technical assistance and monitoring compliance activities to ensure program fidelity. Ability to provide AmeriCorps grant application review, ensuring strong proposals are submitted for funding. Ability to understand and provide guidance on federal regulations related to non-profit and government grants.
- **Technical Aptitude** – Demonstrated ability to learn and fully utilize technology platforms. Volunteer Florida staff utilize the federal eGrants platform and Blackbaud Grants Management.
- **Verbal and Written Communication**— Ability to effectively communicate both verbally and in writing with excellent interpersonal skills and the ability to work collaboratively.
- **Data Management** – Skill in data collection procedures and supporting subgrantees with tracking outcome data.
- **Financial Aptitude** — Skill in sub grantee budget review related to funding applications, budget amendments and in monitoring sub grantee utilization of funds.
- **Complex Problem Solving** — Demonstrated ability to identify complex problems and review related information to develop and evaluate options and implement solutions. Ability to work independently and as part of a high performing team.
- **Planning and Coordination** — Demonstrated ability to plan and coordinate among members of the team and between other departments or external organizations in support of subgrantee training and other Volunteer Florida projects. Ability to develop training materials and present subgrantee training sessions.
- **Organization** – Skill in maintaining a high level of organization with the ability to effectively manage multiple projects simultaneously. Skill in time management.
- **Travel** – Ability to travel overnight for subgrantee monitoring, training and other events as needed.

Volunteer Florida is the state's lead agency for volunteerism and national service for Florida. Volunteer Florida administers over \$34M in federal and state funding to deliver high-impact national service and volunteer programs in Florida. For more information about our organization, please visit us at: www.volunteerflorida.org.

Volunteer Florida is a great place to work! Benefits include:

- Collaborative and supportive work environment.



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- Participation in the Florida Retirement System – Employer paid with the exception of 3% employee contribution
- Employer paid \$50,000 life insurance policy.
- Employer paid individual health insurance. Employer supplemented family health insurance (employee pays \$180 per month).
- Annual and sick leave accruing at 8.67 hours each, monthly
- Availability of other State of Florida offered benefits at cost of employee
- Hybrid - remote work environment

EQUAL EMPLOYMENT OPPORTUNITY

Volunteer Florida is committed to providing equal opportunity in all of our employment practices, including selection, hiring, promotion, transfer, and compensation, to all qualified applicants and employees without regard to age, race, color, sex, religion, national origin, marital status, gender identity or expression, sexual orientation, pregnancy, disability or any other protected status in accordance with the requirements of all federal, state and local laws.

SALARY RANGE

\$50,000 - \$56,000 annually