



Campus Compact

Campus Climate Action Corps Program Manager

Campus Compact is a national coalition of colleges and universities committed to the public purposes of higher education. As the only national higher education association dedicated solely to higher education civic and community engagement, Campus Compact enables higher education institutions to develop students' citizenship skills and forge effective community partnerships. Our resources support senior administrators, faculty, staff, and students as they pursue community-based teaching, scholarship, and action in the service of positive change.

About the Program

The Campus Climate Action Corps (CCAC) Project is a Campus Compact initiative focused on building the capacity of campuses and their community partners to affect behavioral and technical change leading to energy efficiency and improved at-risk ecosystems through implementation of local solutions for underserved households and communities. The program's initial launch is focused on the Midwest, Northeast, and Southeast. In these regions, teams of CCAC AmeriCorps Members will host community environmental education events, conduct basic home energy assessments, including home energy assistance referrals, and implement low-tech home energy interventions, to help advance knowledge and motivation to increase energy conservation and reduce carbon emissions. CCAC Members will also implement projects in underserved communities that enhance ecosystem health and leverage local volunteers to support CCAC environmental stewardship activities.

About the Position

Under the direct supervision of the CCAC Program Director, the CCAC Program Manager will work as part of a highly collaborative team which includes the director and multiple program coordinators. The Program Manager is responsible for oversight and support of a team of 108 AmeriCorps members including recruitment and training, host site development and support, monitoring and reporting, and general operations ensuring that all programmatic and financial activities comply with the terms and conditions of the program sponsor, AmeriCorps.

Essential Functions

Working in collaboration with other staff, the program manager is responsible for:

- Overseeing the recruitment, selection, and onboarding process for AmeriCorps members by creating and distributing communication and outreach materials including member position descriptions; evaluating candidates; coordinating the assignment process; and ensuring all necessary onboarding paperwork, background checks and processes are completed.
- Leading AmeriCorps member team development and training programming including assessing needs, planning required and optional trainings, facilitating workshops, engaging with outside trainers, and evaluating member development and training activities.

- Implementing all environmental program objectives and performance measures, under the guidance of the CCAC Program Director and with the support of 2 CCAC Program Coordinators, including organizing, facilitating, and implementing activities (including education events and environmental interventions such as home energy assessments) and community building.
- Providing supervisory oversight of 2 Program Coordinators to ensure member completion of all required on-boarding forms and paperwork for AmeriCorps and Campus Compact including required information for payroll system and all member/grant compliance requirements and provide oversight to ensure that all program files are maintained for every host site and AmeriCorps member and are compliant with AmeriCorps and Campus Compact expectations.
- Recruiting and assisting potential CCAC project host sites to develop project proposals, providing application assistance to host sites, reviewing applications, and providing written feedback to applicants.
- Helping to oversee a designated portfolio of host sites, including conducting site visits, and monitoring visits and ensuring host site evaluations are submitted on a timely basis.
- Providing direct supervision to CCAC Program Coordinators who are responsible for AmeriCorps members timesheet review, time monitoring, auditing time and attendance of members in assigned portfolios to ensure all time sheets and member evaluations are submitted by members and signed by host site supervisors.
- Supporting internal and external program communication and outreach activities by maintaining up-to-date stakeholder contacts lists, google groups, and other related mechanisms; create and distribute content for communications about CCAC member activities and impact; and conduct outreach and relationship building of new partners including networking and recruitment.
- Assisting with liaising with AmeriCorps representatives; attend required AmeriCorps meetings; and help prepare AmeriCorps quarterly reports.
- In collaboration with multiple program and Compact staff, assist with managing program finances including processing and tracking of member support expenses, reimbursements, purchasing, payroll, and host site invoices ensuring adherence to organization and federal guidance and experience with preparing and overseeing program budgets.
- Implementing a comprehensive program evaluation and data collection systems, with the support of the CCAC Program Director and external evaluator, for AmeriCorps members and host sites, ensuring host-site compliance with reporting, and utilizing data for program continuous improvement.
- Actively connect with local place-based work of the Campus Compact regional network to connect CCAC host sites and members to the larger work of the organization and vice versa. Participate in the Campus Compact National Service Community of Practice to share resources, ideas, and best practice across the Campus Compact national network.
- Other duties as assigned.

Qualifications:

- Bachelor's degree: master's degree in related field strongly preferred.
- Minimum of 4-6 years relevant program and administrative experience.
- Direct experience working with and knowledge of AmeriCorps state and national programs and/or other national service programs; program management experience with AmeriCorps or a related initiative is strongly preferred.

- Strong initiative and thrives in a fast-paced environment with demonstrated ability to independently implement programs, identify and resolve day-to-day challenges, and ability to manage multiple priorities.
- Is self-motivated, detail-oriented, and highly organized. We'll rely on the program manager to meet deadlines and deliver consistently high-quality work.
- Ability to plan and implement workshops, meetings, and events which meet specific programmatic goals and service designated target audiences.
- Environmental sustainability and/or climate change experience is a plus.
- Strong written and oral communication skills; public speaking and facilitation skills preferred.
- Strong organizational and documentation skills with demonstrated attention to detail and ensuring compliance standards.
- Extensive experience with supervision in a professional setting preferred.
- Excellent interpersonal skills and ability to work collaboratively and effectively with team, staff, students, as well as community-based agencies/groups and the public.
- Commitment to diversity, equity, and inclusion.
- Eager to make a difference. Campus Compact's work is driven by [our values](#). We're looking for candidates who are motivated to positively impact the world.
- Experience with program evaluation including data collection, management, analysis, reporting and budget oversight.
- Knowledge of and experience with software necessary to implement related duties including Google and Microsoft Suites; experience with eGrants preferred.

Reporting structure: Reports to the CCAC Program Director

Compensation

\$68,000, depending on qualifications and experience. Campus Compact provides a very competitive benefits package including national healthcare coverage, a generous paid time off, and a retirement contribution match. The organization prioritizes employee well-being and professional development and lives out those values through a flexible work environment, an inclusive and caring culture, and dedicated resources to professional development.

Location

Campus Compact is headquartered in Boston, MA with a national geographically distributed staff. This position is mostly remote but with a strong preference that location is in one of the CCAC service areas: Northeast, Midwest or Southeast.

The Campus Compact Team

Campus Compact strives to attract and retain a diverse and talented staff who will contribute to the organization's goals, mission, and vision. We encourage individuals of all ethnic, racial, religious, and socioeconomic backgrounds to apply. Campus Compact is committed to increasing the diversity of our nationally distributed team consistent with the values of our coalition.

Campus Compact is committed to providing equal employment opportunities to qualified individuals and does not discriminate on the basis of race, color, ethnicity, religion, sex, gender, gender identity and expression,

sexual orientation, national origin, disability, age, height, weight, marital status, veteran status, pregnancy, parental status, genetic information or characteristics (or those of a family member), or any other basis prohibited by law.

Please note that Campus Compact is a proud Employer of National Service. We encourage alumni of AmeriCorps VISTA, AmeriCorps, Peace Corps, and other national service programs to apply.

Application

To apply, please submit:

- Letter of interest linking your qualifications and experience to the responsibilities of the position.
- Current resume or curriculum vitae
- Brief statement (roughly 150-200 words) summarizing the significance of diversity, equity, and inclusion in your own personal or professional life.

Materials should be saved as one Word or PDF file (with your last name in the filename) and emailed to jobs@compact.org with the subject line "CCAC Program Manager Application" as the subject line. **June 1st** is the priority deadline. Applications will be reviewed on a rolling basis.