



Community Mediation Maryland  
310 Takoma Park, MD 20912

Position: Program Manager  
Employee Type: Full-time Exempt

**Position Overview:** The Program Coordinator supports the AmeriCorps and Training Programs and works directly with the AmeriCorps Director and the Director of Quality Development. The position is responsible for oversight and management of the office/events coordinator position.

**If you are interested in applying for the position, please forward a cover letter and resume to Leslie Overholser at [CMMMDrecruiting@gmail.com](mailto:CMMMDrecruiting@gmail.com).** The deadline for submitting your cover letter and resume is May 22, 2023

#### **Management:**

- Management of the Office & Events Coordinator as a direct report.

#### **AmeriCorps:**

- Support the recruitment of 25 AmeriCorps members.
- Support AmeriCorps Director to ensure federal compliance with member files, background checks, timesheets, and portal requirements for statewide AmeriCorps program (currently 25 AmeriCorps members).
- Coordinate AmeriCorps service year launch with AmeriCorps Director.
- Coordinate all AmeriCorps training and events, including Pre-Service Orientation, Orientation, Basic Mediation Training, and Advanced Mediation Trainings.
- Provide application assistance and advocacy to AmeriCorps members applying to the Supplemental Nutritional Assistance Program (SNAP) and other federal benefits.
- Coordinate with AmeriCorps Director to provide reasonable accommodations for AmeriCorps members.
- Coordinate and co-facilitate Mid-Term Site Visits with AmeriCorps Director.
- Coordinate and co-facilitate Annual AmeriCorps Input Meeting with AmeriCorps Director.
- Assist AmeriCorps Director with annual AmeriCorps grant application.
- Assist AmeriCorps Director with biannual Program Progress Reports.
- Maintain inventory of AmeriCorps service gear.

#### **Training:**

- Build and Maintain CMM Training Schedule and Calendar.
- Create sign-in sheets, schedule/attend pre-training meetings, monitor the number of participants and follow up as needed.
- Support centers with adherence to the training contract and communicating regularly with the trainer on the training status.
- Communicate with centers on training spot availability.

- Co-lead Annual Training Input Meeting with CMM Trainers.
- Respond to logistical training related questions.
- Oversight of the distribution, collection, data entry of training, in-service, PBE, and mentorship evaluation forms.
- Oversight of training materials and distribution to centers.
- Write contracts for out of state training in coordination with the Education Director and Director of Quality Development with financial input from Deputy Director.
- Provide support for securing training contracts.
- Support Director of Quality Development with Membership Meeting.
- Participate in outreach for mediators going through advanced trainings.
- Work with the Director of Quality Development to create and facilitate evaluation of trainers.
- Work with the Director of Quality Development to manage the Performance Based Evaluation (PBE) and Mentorship Program.
- Oversight of Legislative Education Day and Run for Re-entry Events..

## **Qualifications**

- Proficiency in use of Microsoft Office and other software as well as networking technical support.
- Management experience preferred.
- Excellent project management and organizational skills.
- Excellent oral and written communication skills.
- Experience with planning meetings and events.
- Excellent problem solving skills - ability to work through issues as they arise.
- Ability to work well with people of diverse ages, ethnicities, and education levels.
- Must have your own transportation. Non-commute mileage costs will be reimbursed.

Start date: Immediate Salary: \$50,000 year plus comprehensive health benefits to include 100% employer paid premium and a Health Reimbursement Arrangement (HRA) to pay the deductible (for employee and children). Benefits also include life / disability insurance and a 401k plan with an employer contribution after one full year of employment.

This full-time position is generally M-F, 9-5, with some weekend and morning and/or evening requirements. The position is a combination of virtual and in the office.

**The office location is 9111 Edmonston Rd., Greenbelt, MD 20770**

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