



## POSITION DESCRIPTION

<b>POSITION:</b>	Compliance Coordinator
<b>REPORTS TO:</b>	Director of AmeriCorps
<b>TYPE OF POSITION/STATUS:</b>	Part-time/Non-Exempt
<b>LOCATION:</b>	Employee must live in Nevada. No relocation assistance.
<b>SALARY:</b>	\$16-18/per hour; 15-20 hours per week.

Nevada Volunteers has an immediate opening for a Compliance Coordinator. This position performs programmatic oversight for a portfolio of AmeriCorps Nevada grantees and subgrantees. The ideal candidate will have relevant professional experience, be exceptionally detail-oriented, be highly organized, and demonstrated capacity and ability to learn database systems quickly. The Compliance Coordinator supports AmeriCorps Nevada programs with AmeriCorps grant requirement compliance in ensuring sound oversight of organizations that receive AmeriCorps State grants administered by Nevada Volunteers.

### Responsibilities:

- Cross-check National Service Criminal History Checks for all AmeriCorps Nevada subgrantees.
- Review AmeriCorps members time sheets to ensure they are completed correctly.
- Notify the AmeriCorps Director and Program Officer immediately of instances of non-compliance.
- Conduct desk monitoring to ensure compliance of subgrantee programs with AmeriCorps and federal grant requirements.
- Maintain accurate grant records for each subgrantee.
- Train subgrantees on compliant process to perform National Service Criminal History Check.
- Collaborate with the AmeriCorps Director and Program Officer to develop and implement Nevada Volunteer's national service support.
- Work with the AmeriCorps Director and Program Officer to develop and maintain Nevada Volunteers compliance monitoring plan and tools to meet federal grant requirements that reduce risk for subgrantees.

- Develop and maintain expert knowledge of National Service Criminal History Check statutes, regulations, and policies and procedures.
- Facilitate meetings, focus groups, trainings, or other Nevada Volunteers activities with subgrantees. Position may be assigned to a cross-functional team to support Nevada Volunteers goals.
- Perform other duties as assigned.

**Accountable For:**

- Promoting and advocating for an organizational culture that values volunteers, supports their development and retention, and leadership in the organization.
- Successfully complete responsibilities and tasks, including following processes established for documenting and tracking volunteer hours and impact.
- Timely completion and accuracy of all work.
- Working closely and harmoniously with other employees.
- Adherence to policies and procedures.
- Equipment within their possession.

**Qualifications:**

- Minimum of one year of relevant work experience.
- Demonstrated organization skills with exceptional attention to detail.
- Ability to prioritize accuracy above competing demands.
- Ability to interact with people of all ages and cultural backgrounds.
- Proficient computer skills including use of Excel and Microsoft Suite and the ability to learn new systems quickly is essential.
- Experience with programs funded with federal grants and/or with AmeriCorps is preferred.

**Nevada Volunteers: Our Commission Role**

Nevada Volunteers is among a national network of Governors Commissions on Service. We receive funding from AmeriCorps, the State of Nevada, and philanthropic donations to empower all Nevadans make change in their communities through national service and volunteerism. We do this through the administration of AmeriCorps Nevada grants, training for public sector and nonprofit leaders, and promoting volunteerism and national service in Nevada.

**Equal Opportunity Employer**

Nevada Volunteers provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

It is Nevada Volunteers policy to comply with the Americans with Disabilities Act, including the provision of reasonable accommodations that do not constitute an undue hardship on the organization. Employees or applicants should direct questions or requests for accommodation to Nevada Volunteers management or its designee.

Nevada Volunteers will conduct pre-employment and employment screenings as follows:

- National Sex Offender Public Website nationwide check
- State of residence and Nevada criminal history check(s)
- FBI fingerprint-based check

To apply:

Please email a cover letter and resume to Alicia Blood, Director of AmeriCorps ([alicia@nevadavolunteers.org](mailto:alicia@nevadavolunteers.org)). Priority consideration will be given to candidates who meet all qualifications and begin by August 1, 2022; however, applications will be accepted until the right candidate for the position is found.