



Kentucky Public Health AmeriCorps – Member Coordinator

Purpose: The Kentucky Public Health AmeriCorps is an AmeriCorps grant program that places individuals who will be trained as community health workers in local health departments across Kentucky. The Member Coordinator is responsible for maintaining compliance with AmeriCorps terms and conditions, assisting with program evaluation, and coordinating program sites and members. This position has direct support of the Kentucky Health Departments Association, Inc. (KHDA) and Serve Kentucky.

Position Title: Kentucky Public Health AmeriCorps Member Coordinator

Work Location: Frankfort, Kentucky

Key Responsibilities:

1. Work directly with the KHDA Executive Director and the Program Director on program operation needs.
2. Member and site supervisor training.
 - a. Train members and site supervisors to follow AmeriCorps/Kentucky Public Health AmeriCorps policies and procedures and program targets and mission.
 - b. Develop reporting forms, evaluations, surveys.
 - c. Develop training materials.
 - d. Plan member meetings and teleconferences.
3. Develop program site applications, interview sites, and allocate positions.
4. Recruit host sites.
5. Report to Serve Kentucky about member activities.
6. Engage in continuous program evaluation.
7. Act as point of contact for members and applicants to program.
8. Conduct applicant interviews and check references.
9. Coordinate member background checks.
10. Maintain regular contact with members and site partners.
11. Manage member records (HR, background checks, timekeeping, and reports).
12. Maintain Public Health AmeriCorps on-line platforms (Facebook, Twitter, Instagram).
13. Conduct site monitoring visits and member evaluations.
14. Collaborate with KHDA Executive Director and Program Director for continuous improvement of Kentucky Public Health AmeriCorps programming.
15. Develop and lead service projects.
16. Provide support for Program Director duties.

Other Conditions:

1. Travel and overnight travel required for program support and training.
2. Driver's license required.

Reports to: KHDA Executive Director.

Employer: Kentucky Health Departments Association, Inc.

Time Commitment: Full time position (40 hours per week). Grant funded program. Contract based on grant funding.

Qualifications: You must be a United States citizen, United States national or lawful permanent resident of the United States. A criminal history check must be initiated and clear before work begins. A bachelor's degree is required. Experience with volunteer/community service, non-profits, grants management, or public health preferred.

Physical Demands: The physical demands described here are representative of those that must be met by a Kentucky Public Health AmeriCorps staff member to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential duties of this position, the Program Manager must have the physical and mental stamina to perform the service duties throughout the typical work day and during additional events requested by Kentucky Public Health AmeriCorps.

While performing the duties of this position, the service member will normally be in an office setting with frequent travel to local health departments.

Environment: The service environment characteristics described here are representative of those an AmeriCorps staff member encounters while performing these essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Support Provided: AmeriCorps training. Mileage reimbursement.

Benefits Available: Salary \$35,000. Health insurance.

How to Apply: Submit a cover letter/letter of interest and resume to Dana Nickles at dnickles.kpha@gmail.com.

Deadline to Apply: September 16, 2022.

Non-Discrimination Policy: It is against the law for organizations that receive federal financial assistance from the Corporation for National and Community Service to discriminate based on race, color, national origin, disability, sex, age, political affiliation, or, in most cases, religion. It is also unlawful to retaliate against any person who, or organization that, files a complaint about such discrimination.