



AmeriCorps Program Officer

JOB POSTING

About the Massachusetts Service Alliance:

The Massachusetts Service Alliance (MSA), established in 1991, is a private, nonprofit organization that serves as the state service commission. Through service and volunteerism MSA builds a stronger social fabric in our communities across the Commonwealth. We are committed to increasing the number of people engaged in meaningful volunteer and corps-based opportunities across Massachusetts that are both fulfilling for the volunteers and that meet critical needs in our community. As a dedicated partner to community organizations throughout Massachusetts, we are attuned to critical areas of need—from education and workforce development to health and the environment—and utilize volunteerism and service to address those needs in order to make our Commonwealth stronger.

The Massachusetts Service Alliance is committed to a just, equitable, diverse, and inclusive work environment. We carry these beliefs into our grantmaking, recruitment and support of board and staff, and how we support the service and volunteerism field in Massachusetts. We invite you to read [MSA's Justice, Equity, Diversity, and Inclusion Guiding Statement](#).

We care passionately about service and volunteerism and our employees. For more information about our organization, visit www.mass-service.org.

Job Description Summary: The AmeriCorps Program Officer is responsible for contributing to the selection, support, training, monitoring, and reporting of a portfolio of approximately 8-12 MSA-funded organizations that operate AmeriCorps programs. The AmeriCorps Program Officer reports to the Director of AmeriCorps and is part of a team of AmeriCorps Program Officers who are responsible for offering clear, consistent, and timely support to all MSA AmeriCorps programs.

What you'll do:

Essential Functions-

- Manage a portfolio of AmeriCorps programs as a member of the AmeriCorps program team.
- Ensure high-quality program management practices by collaborating with colleagues to identify and respond to needs and provide responsive coaching and support to

programs, which may be provided during grantee meetings and orientations, site visits and regular check in meetings.

- Monitor and track grantee progress through regular check-in calls, reviewing progress reports, conducting monitoring activities, and other means.
- Recommend and support the implementation of corrective action for programs found to be out of compliance with state or, federal, or Massachusetts Service Alliance regulations and requirements.
- Participate in the grantee selection process and follow up activities with applicants, which includes providing application feedback and submission guidance.
- Support grantees in responding to federal updates, changes, and requests by the AmeriCorps Agency that occur during the grant cycle.
- Use internal and external data management systems to support a portfolio of approximately 8-12 programs, adjusting priorities and workflows in response to MSA and program needs.
- Implement and safeguard MSA's Diversity Equity and Inclusion policies to promote a safe, equitable and inclusive environment and decision making framework.

Marginal Functions:

- With the AmeriCorps team, identify and respond to training and coaching needs of MSA's AmeriCorps programs, such as assisting with preparing the content for training sessions, managing session logistics, and occasionally presenting some of the information.
- Participate in MSA events and activities.
- Participate in other MSA grant reviews such as Commonwealth Corps site selection process and Volunteer Generation Fund (VGF) mini-grant reviews.
- Assist with maintaining and revising MSA policies and procedures related to AmeriCorps grants to reflect agency requirements and industry best practice.
- Attend state and regional conferences on service and AmeriCorps.
- Assist with reporting to stakeholders.
- Participate in MSA workgroups with the aim of improving internal operations, strategy, and organizational culture.
- Participate in America Service Commissions (ASC) work and learning groups to share best practices and learnings from the field.
- Ability and willingness to occasionally travel within Massachusetts and nationally.

Preferred Qualifications

The ideal candidate will have a mix of some of the experience and qualities listed below and a willingness to learn and grow in other areas.

- Commitment to and knowledge of service and volunteerism.
- Three to five years of experience in direct service, program management or development, and/or grants management. AmeriCorps experience is welcomed but not required.
- Ability to build strong, productive relationships with a diverse range of individuals and organizations to achieve common goals.
- Strong attention to detail, consistency, and follow-through.
- Ability to take initiative - both independently and in a team setting.
- Demonstrated capacity to initiate problem solving and remain flexible in a fast-paced environment with multiple competing deadlines.

- Ability to learn new technology platforms quickly and efficiently.
- Ability to interpret and clearly communicate complex information clearly in both writing and verbally.
- Comfort presenting in front of a large group, both in person and virtually.
- Bachelor's degree or equivalent work experience.
- Experience working with Salesforce, Form Assembly, eGrants, and other internal databases is welcomed but not required.

What You'll Gain:

- Experience in grantmaking processes and management of government grants
- Knowledge of the non-profit sector in Massachusetts
- Knowledge of federal grant management, compliance, and reporting standards
- Deep understanding of policies related to AmeriCorps program management

Compensation: Salary range is \$58,300 -- \$68,900 annually and is commensurate with experience. Comprehensive benefit package including health and dental insurance and 401K with employer match. Professional development and training provided to support learning and continuous improvement such as annual AmeriCorps conferences, trainings through America's Service Commissions (ASC), and compliance training.

Hybrid Work Policy: MSA has a 2 days in-office/3 days remote hybrid work policy with flexibility.

COVID-19 Vaccine Policy: Vaccination against COVID-19 is a condition of employment. The selected candidate will be required to provide proof of vaccination to MSA prior to start date. Reasonable accommodations will be considered on a case-by-case basis for exemptions to this requirement in accordance with applicable law.

To apply, please complete this application form: <https://www.tfaforms.com/5021193>

Massachusetts Service Alliance is committed to hiring practices that support the values of a diverse workplace and reflect the composition of the Massachusetts communities it serves. MSA is an equal opportunity employer and candidates from historically marginalized populations are strongly encouraged to apply. MSA does not discriminate against any employees or job applicants on the basis of any legally protected status, in accordance with applicable federal, state, and local laws. MSA is dedicated to ensuring an accessible and inclusive workplace; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. Reasonable accommodations may be made for interviews. To request a reasonable accommodation for the interview, please contact Lindsay Rooney at lrooney@mass-service.org.

Massachusetts Service Alliance participates in E-Verify. All newly-hired employees are queried through this electronic system established by the Department of Homeland Security (DHS) and the Social Security Administration (SSA) to verify their identity and employment eligibility.

Massachusetts Service Alliance is a proud Employer of National Service. Individuals with service experience, such as Commonwealth Corps and AmeriCorps alumni, are highly encouraged to apply.

For more information about the Massachusetts Service Alliance, please visit www.mass-service.org.