

VISTA Program Manager

Position Details

Position Information

Position Title	VISTA Program Manager – North Carolina Campus Compact
Requisition Number	20122193
Type of Employment	Full-Time Regular
Number Of Months	12
Months Employed	
Number of Hours per Day/Week	40
Daily Hours	

Position Summary Information

Summary of Position	The Program Manager provides leadership for and facilitates all aspects of the North Carolina Campus Compact (NCCC) AmeriCorps VISTA program. This includes grant management, host site selection and oversight, member recruitment, development, and supervision, and general program oversight. AmeriCorps VISTA (Volunteers in Service to America) is a national service program funded by the federal agency AmeriCorps. This position is funded by a grant from AmeriCorps.
Education Requirements	Bachelors required. Master's preferred.
Degree/Major	
Length of Experience	
Supervisory Experience	Yes
Supervisory Experience Detail	Responsible for VISTAs assigned throughout the state. Ensure they complete all paperwork, stay on assignment. Provide training and

	feedback. Ability to interview and recommend placements for future VISTAs. Supervises NCCC VISTA Leader(s).
Special Skills or Experience	<ul style="list-style-type: none"> - Experience in grant management - Experience in program development and implementation; strong organizational skills - Experience with volunteer recruitment, training, and management. - Experience with AmeriCorps and national service - Interest in higher education community engagement - Willingness to travel throughout the state - Curious, lifelong learner - Leadership skills and ability to manage multiple projects and objectives - Skillful with technology and social media, particularly hosting webinars, blogs and other virtual means to connect individuals across the state.
Salary	\$46,000

Posting Detail Information

Posting Date	04/13/2022
Closing Date	05/13/2022
Application Link	https://elon.peopleadmin.com/postings/8538
Open Until Filled	No

Position Description

Position Description

This section is required and must be completed.

General Purpose of Position	The Program Manager is responsible for the NCCC AmeriCorps*VISTA program. This is a full-time position.
Essential Duties and Responsibilities	<p>Grant Management</p> <ul style="list-style-type: none"> • Tracks grant deadlines and prepares annual AmeriCorps grant application. • Reviews AmeriCorps reporting requirements and prepares AmeriCorps grant progress reports.

- Prepares program budget and tracks expenditures.
- Communicates with Elon Office of Sponsored Programs to ensure compliance with Elon University guidelines and AmeriCorps requirements.
- Communicates with Elon Accounting Office to ensure completion of federal financial reports and compliance with Elon Office of Sponsored Programs and AmeriCorps financial policies.
- Participates in trainings/professional development opportunities offered by AmeriCorps.
- Manages, monitors, and improves member performance measurement system to ensure project goals are met.
- Interfaces on a monthly basis with AmeriCorps regional portfolio manager and maintains positive relationship with regional office staff.

Host Site Oversight

- Reviews host site applications and manages site selection process.
- Develops training for supervisors on aspects of managing a VISTA and provides host site supervisor orientation once per year.
- Maintains regular contact with host site supervisors and members and troubleshoots issues.
- Ensures host sites are working towards program sustainability and assists them in considering next steps.
- Works with host site supervisors to monitor members' paid leave in accordance with AmeriCorps guidelines.

Member Recruitment, Development, and Supervision

- Manages the recruitment, selection and placement processes to fill all VISTA positions.
- Supports, encourages, and assesses the work of VISTA members and campus supervisors through site visits, regular phone calls, and email contact.
- Coordinates, develops, and implements member professional development and reflection to cultivate knowledge and skills relevant to higher education community engagement, partnership building, career-readiness, and service satisfaction on a bi-weekly basis.
- Oversees the progress of the VISTA Assignment Description (VAD) and performance measures for all VISTAs.
- Supervises one-two VISTA Leaders in the NCCC office.

Alumni Development

- Maintains current contact information for NCCC AmeriCorps VISTA alumni.

- Engage VISTA alumni through e-newsletters, virtual events, social media, fundraising campaigns, and alumni speaker series.
- Maintain alumni LinkedIn group and post regular content.
- Identifies opportunities for alumni to interface with current VISTAs.

General Program Oversight

- Maintains the VISTA program online presence through website and social media.
- Publicizes program success through local, state and national media venues.
- Serves as a liaison with other state and federal offices connected to the VISTA program.
- Works with the NCCC team to vision the VISTA program's growth, development and priorities as a part of a larger network, and supports the management of day-to-day operations (i.e., answering phone, etc.).
- Provides verbal updates to NCCC network on progress of VISTA program at regular convening meetings throughout year and provides written updates to NCCC Board.

Other duties as imagined by the Program Manager or as assigned by the Executive Director.

Education and Experience

- Bachelor's required. Master's preferred.
- Experience in grant management, including proposal development and sub-site monitoring
- Experience in program development and implementation; strong organizational skills
- Experience with volunteer recruitment, training, and management.
- Experience with AmeriCorps and national service, and ability to promote a year of service as a way to address community challenges, build personal skills, and develop as citizens.
- Interest in working in field of higher education, particularly with community service and civic engagement staff on college campuses across North Carolina
- Willingness to travel throughout the state
- Curious, lifelong learner
- Leadership skills and ability to manage multiple projects and objectives
- Skillful with technology and social media, particularly hosting webinars, blogs and other virtual means to connect individuals across the state.
- MUST PASS NATIONAL SERVICE CRIMINAL HISTORY CHECK

Does this position require driving for the university?	Yes
ADDITIONAL INFORMATION.	<p>Ability to plan, organize, and implement a variety of complex tasks at the same time. Ability to work collaboratively with others, communicate with multiple constituencies, and accomplish multiple goals and objectives. Ability to maintain databases and web site. Able to envision better technology uses that may streamline systems. Able to consider and implement new technologies (webinars, blog) that connect campuses throughout North Carolina. Position requires previous work with Microsoft Word and Powerpoint, with Excel helpful. Use of PC in office.</p> <p>OTHER PREFERRED SKILLS</p> <ul style="list-style-type: none"> - Knowledge or experience with AmeriCorps and/or Campus Compact - Strong interest and experience in campus-community engagement and/or partnerships - Commitment to the mission of NCCC and its impact on communities - Knowledge and interest in working with higher education professionals - Charismatic and passionate
Equal Opportunity Statement	<p>Elon University does not discriminate on the basis of age, race, color, creed, sex, national or ethnic origin, disability, sexual orientation, gender identity or veteran status in the recruitment and admission of students, the recruitment and employment of faculty and staff, or the operation of any of its programs.</p>

Applicant Materials

Required Documents

1. Resume
2. Cover Letter
3. References - included as part of the application process