Title: Program Officer - AmeriCorps
Reports to: Director of AmeriCorps
Location: Greenville or Columbia, South Carolina (in-person in one of two regional offices)
Starting Salary: $55,000
Travel: In-State: Estimated up to 20% of time; Out-of-State: Estimated <5% of time
Estimated Start: August 2023

Organizational Information:
Housed within the United Way Association of South Carolina (UWASC), the South Carolina Service Commission (SCSC) is based in Columbia, SC. The commission serves as the state’s lead agency on volunteerism, administering AmeriCorps grants across the Palmetto State. The current portfolio includes 20+ grant recipients, which encompasses approximately $5 million in federal AmeriCorps pass-through funding paired with additional local matching funding. The mission of AmeriCorps is to improve lives, strengthen communities, and foster civic engagement through service and volunteerism.

Description of Position:
The Program Officer is responsible for providing high-quality support, training, monitoring, and technical assistance to a portfolio of national service grantee organizations. The “PO” works to ensure grantees’ understanding of and compliance with federal and state AmeriCorps requirements for long-term sustainability and success under the mission of the South Carolina Commission for National and Community Service.

Key Responsibilities:

(~50% of time) Portfolio Subgrant Monitoring – Fiscal and Operational Compliance
- Program relationship management and routine communications
- Program operational check-ins, site visits, policy review, and general operations monitoring
- Program budget review, reimbursement review, fiscal policy review, and general fiscal monitoring
- Data tracking and analysis, risk screening, anomaly identification, and incident reporting
- Support with issue resolution and continuous improvement

(~30% of time) Portfolio Training and Technical Assistance
- Effectively train and communicate policy, subgrant management, and practice information to programs through a variety of training modalities:
  - in-person live training, webinars, 1:1 coaching, group learning community facilitation, etc.
  - Relay best practices, innovation insights, and ongoing learning resources in support of program compliance, program development and design, and continuous improvement
  - Cultivate a regenerative learning community amongst subgrant program staff across multiple mediums (live workshops and discussion spaces, asynchronous communication channels)
- Support program staff in escalating needs as a co-advocate internally to SCSC leadership

(~10% of time) Training and Technical Resource Development
- Collect and share best practices among grantees and nonprofits.
- Develop training and technical assistance slide decks, forms, templates, and curriculum
- Support the updates and revisions to SCSC subgrant guidance documents

(~10% of time) Support projects and operational efforts of SCSC and for UWASC
- Serve as a liaison to external groups, community partners, and associations as the need arises.
- Assist with promoting AmeriCorps and the field of service and volunteerism across the state.

Knowledge, Skills and Abilities/Competencies:

The statements herein are intended to describe the general nature and level of work being performed by the individual in this position. The statements herein are not intended to be an exhaustive or exclusive list of all duties, responsibilities, and skills required of the position.
• Knowledge of the non-profit sector and/or AmeriCorps or other national service programming
• Ability to interact well with others and to maintain positive working relationships throughout the community with diverse groups of people
• Strong oral and written communication skills
• Ability to understand and interpret federal and state grant regulations
• Ability to respond effectively to sensitive issues, inquiries, or complaints
• Ability to travel periodically within the state of South Carolina and/or to regional events
• Highly comfortable with technology
• Highly organized - ability to think strategically and critically
• Ability to read, analyze and interpret data and reports and solve problems
• Successful track record of managing multiple projects with a diverse customer base

Broader Duties:
• Participate in local, state, regional, or federal AmeriCorps trainings and conferences, including events hosted by the AmeriCorps federal agency, SCSC, and America’s Service Commission.
• Work collaboratively across the organization to accomplish the broader goals of the SCSC and UWASC, including supporting Commissioners and/or Board members as well as playing a support role for AmeriCorps and/or community volunteers during disaster/crisis response.

Preferred Education and Experience:
• 3+ years of successful work experience of similar responsibility and complexity
• Bachelor’s degree in related field (Nonprofit Management, Accounting, Business)
• Experience organizing and providing trainings and technical assistance
• Federal or State Grant Management experience
• Prior role (participant or staff) in a National Service program e.g. AmeriCorps, VISTA, or Peace Corps

Level/Status: Management - Full-time; exempt (In compliance with the Fair Labor Standards Act, this position is classified as an exempt position and the employee is not eligible for overtime. Occasional evening and weekend hours may be required.)

Employment Type: Grant-Funded
Position Revised: June 2023

Additional information:
• Valid driver’s license in the State of South Carolina and access to an automobile for use during work hours.
• Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and see, talk, or hear. The employee frequently is required to reach with hands and arms. The employee is frequently required to stand; walk; and occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. The employee must be able to travel.

We are an Equal Opportunity Employer:

South Carolina Service Commission / United Way Association of South Carolina is an Equal Opportunity Employer. Employment at our organization is available to all, without regard to race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, genetic information, and military service.

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How to Apply:

Submit the following:

- Cover letter
- List of references
- Complete chronological resume

By email to careers@uwasc.org, attention of: Rebecca Brennan Thom, Director of AmeriCorps
Please include “Program Officer – FirstName LastName” in the subject line of the email.

Round 1 application due date of July 15, 2023.

All applicants will be replied to within 10 days.