



SCI AmeriCorps Program Coordinator

*****full-time job opportunity - now hiring!*****

ABOUT SCI

Founded in 2002, Social Capital Inc.'s (SCI) mission is to strengthen communities by connecting diverse individuals and organizations through civic engagement initiatives. By cultivating connections, we help people and organizations come together to work toward positive change. By developing leaders, a wider, more diverse, network of our youth and neighbors are empowered to create welcoming and inclusive communities. We believe that our work – rooted in connecting people and coming together to address pressing needs – will lead to stronger communities where everyone has an equal opportunity to thrive.

ABOUT THE ROLE

SCI is seeking an energetic professional with a combination of customer service experience, strong attention to detail, and project management skills who is looking for a people-facing role with career growth potential.

The SCI AmeriCorps Program Coordinator is an entry-level role with advancement and growth opportunities. The SCI AmeriCorps Program Coordinator will be primarily responsible for management of SCI AmeriCorps Members through human resources administration and providing ongoing Member support through individual check-ins, coordinating member trainings and organizing social team-building events. The Program Coordinator will report directly to the SCI AmeriCorps Program Director. The position will require regular travel throughout Greater Boston (e.g. for host site visits, member meetings, professional development, etc.). SCI staff members are primarily working remotely at this time, with an office located in Woburn, MA that staff members work out of as needed. The Program Coordinator will be expected to travel to the SCI office as needed for in-person meetings and administrative responsibilities.

CORE RESPONSIBILITIES

- SCI AmeriCorps Member Administration
 - Recruit up to 25 Members on an annual basis in collaboration with the Program Director through marketing and outreach activities, including representing SCI AmeriCorps at in-person events (i.e. job fairs, college info sessions, etc.).

- Implement the Member Enrollment & Exiting process on an annual basis in compliance with AmeriCorps Agency requirements and Massachusetts Service Alliance (MSA) policies & procedures.
- Lead program efforts to provide Member Support through: regular meetings with individual Members; sharing / providing resources & activities that promote Members' mental health & well-being; share resources & training opportunities that promote Members' professional performance and overall growth; and organizing social / team-building events to promote peer collaboration and support.
- Coordinate and plan in-person and virtual meetings for Member Professional Development with guidance & support from the Program Director.
- SCI AmeriCorps Program Operations
 - Assist the Program Director in the tracking, recording, and reporting of Program Impact through monitoring Member Timesheets and administration of Member Evaluations & Surveys.
 - Provide program administrative support for organizational systems, data collection, and grant reporting with guidance & support from the Program Director.
 - Attend mandatory Professional Development & Program Staff meetings in compliance with MSA policies & procedures.
- General Staff Support
 - Participate in / provide support for SCI's organizational, community, and fundraising events that may require occasional availability during evening or weekend hours.
 - Providing additional support and supervision of SCI AmeriCorps Members serving directly with SCI.
 - Other duties as assigned.

ESSENTIAL FUNCTIONS & SKILLS

- Strong written, oral & interpersonal communication
- Comfortable with Public Speaking / Running Meetings
- Interested in Community Building & Organizing
- Solution-oriented Mindset
- Attention to Detail
- Project Management Experience
- Strong Time Management & Prioritization
- Able to work effectively both collaboratively & independently
- Ability to travel in the Greater Boston area when necessary
- Availability on some evenings and weekends required

BONUS SKILLS & EXPERIENCE

- **Bilingual (Spanish or Portuguese) preferred**
- Digital Marketing / Social Media Experience

- Event Planning Experience
- Data Collection & Management Experience

SALARY

The SCI AmeriCorps Program Coordinator is an entry-level role with a starting salary between \$40,000-\$45,000 based on skills & experience, with opportunity for role and salary growth. The position is full-time, with up to 75% Employer-paid Health Insurance, 15 days PTO, and 15 recognized State / Federal holidays. Anticipated start date is in August 2022.

HOW TO APPLY

To apply please send a resume and cover letter to pgordon@socialcapitalinc.org, Attn: Philip Gordon, Deputy Director.

Social Capital Inc. is an inclusive employer and welcomes ALL candidates regardless of age, race, ethnicity, disability, religion, sex, gender, sexual orientation, or gender identity.