



Serve Kentucky National Service Project Manager

Serve Kentucky Mission

To engage Kentuckians in volunteerism and service to positively impact our communities.

About Us

Serve Kentucky is a State Service Commission. In addition to overseeing the annual grant competition that awards funding to AmeriCorps State and other community service programs, State Service Commissions determine social needs in their states, set policy and program priorities, provide training and assistance, support National Days of Service, and promote service and volunteering.

Position Overview

Primary Function: The National Service Project Manager is responsible for the management and support of the Serve Kentucky VISTA project. The National Service Project Manager is part of a highly collaborative team and will be responsible for VISTA member recruiting and training; project partner development and support; monitoring and reporting; general supervision and support of the VISTA members and their projects; as well as general operations ensuring that all programmatic activity complies with the terms and conditions of the program sponsor, AmeriCorps. The National Service Project Manager will oversee and supervise the VISTA members, including reporting, timesheet submission, and progress towards project goals. Other duties shall include, develop/maintain cross stream collaboration with other National Service programs Cabinets, agencies, and other partners; Promote and engage organizations in becoming Employers or Schools of National Service; and, Conduct monitoring visits with National Service members. This position works with considerable independence and self-direction. .

Position Description

Typical Duties & Responsibilities:

- Responsible for recruiting VISTA members and assist in the completion of hiring and onboarding VISTA members.
- Directly supervise the AmeriCorps VISTA members. Duties include leading regular planning sessions and meetings; providing ongoing coaching and support; completing formal performance evaluations; and regularly communicating with designated members and leaders.
- Support a 4-member VISTA team and potential project partners and stakeholders throughout the program year. Duties include reviewing progress on individual assignment descriptions, providing regular support for members and project partner meetings. Manage VISTA recruitment, selection, and placement process. Duties include creation and distribution of communication and outreach materials; evaluation of candidates; coordination of the assignment process; communication with key stakeholders; and certification of all necessary onboarding paperwork and processes.
- Assist Serve Kentucky staff lead or co-lead VISTA member development programming. Duties include collaboration with commission staff on content and delivery for member orientation, completion of ongoing professional development for Corps building activities, and participation in National Days of Service.



- Support program evaluation processes:
 - Duties include building a comprehensive data collection system for VISTAs, serve as co-author with Serve Kentucky staff for required sponsor reports, and utilizing data for continuous program improvement.
- Support program communications:
 - Duties include overseeing stakeholder contacts lists, member list-servs, and other related mechanisms; creating content for communications about VISTA activities and impact; and assisting in the distribution of approved content via print, electronic, and social media.
- Perform related program administrative functions:
 - Duties include completion of VISTA enrollment paperwork, submission of payroll and service verification, and ensuring basic programmatic files.
- Promote and engage partners in becoming Schools or Employers of National Service (SNS, ENS)
 - Work with current programs and partners to actively complete the work to become SNS or ENS.
 - Work with current programs and partners to track the hiring of national service members.
- Improve cross stream collaboration with other National Service programs in Kentucky,
 - Engage AmeriCorps Seniors, National Direct Programs, other VISTA's in Kentucky as well as NCCC teams that visit Kentucky.
 - Conduct visits or Round Table Sessions with AmeriCorps member and or Host site Supervisors.
- Collaborate with the Serve Kentucky staff and other stakeholders on the Commission's strategic goals, planning, and implementation.
 - Build partnerships with other cabinet agencies in Kentucky, such as Workforce Development, Department of Educations, Labor, etc.
- Other duties as assigned in support of the organization's mission.

Attributes of a Successful Candidate

Education: Some college expected. Bachelor's degree preferred.

Experience: 1+ years of related experience, or National Service Alumni.

Job-Related Skills:

- Knowledge of AmeriCorps and national service programs; direct experience with VISTA or a related initiative is strongly preferred.
- Experience with rural communities is preferred.
- Knowledge of and experience with the software necessary to implement related duties.
- Strong initiative with demonstrated ability to independently implement the program, identify and resolve day-to-day program issues.
- Ability to plan and implement workshops, meetings, and events that meet specific programmatic goals and service designated target audiences.
- Strong organizational and supervisory skills.



Judgment Required: The performance of the essential duties of this position is dependent upon independent ingenuity and developmental efforts.

Machines & Equipment Used: Computer, printer, Microsoft Office 365, mobile phone.

Personal Interaction/Communication:

- **Internal:** Excellent interpersonal skills and ability to work effectively with staff, VISTA members, stakeholders as well as community-based agencies/groups, and the public.
- **External:** Excellent interpersonal skills and ability to work effectively with community-based agencies/groups and the public.

Supplemental Information

Confidential Information: Maintain a high level of confidential information.

Working Environment: Office and community.

Physical Requirements: Reasonable accommodations available for any physical requirement associated with the position.

Benefits: Salary range, \$35,000 to \$50,000 and includes health insurance, annual and sick leave, 11 paid holidays, plus retirement

Any additional requirements specific to this position:

Currently the position is largely remote work. Qualified candidates must have a place to work with reliable internet access. Additionally, weekly in-person meetings are required at the Cabinet for Health and Family Services office in Frankfort. At some point, this position may be required to report to the Frankfort office full time.

Employees are required to be fully vaccinated against COVID-19 subject to an approved medical or religious exemption.

Please submit a Cover Letter and Resume to americorps@ky.gov

Equal Employment Opportunity:

Serve Kentucky and the Kentucky Cabinet for Health and Family Services does not discriminate against any person on the basis of political beliefs, race, color, national origin, religion, age, disability or sex.