

**Special Assistants to the Chief of Staff
AmeriCorps
NY-3**

AmeriCorps, the federal agency for national service and volunteerism, brings people together to tackle the country's most pressing challenges. AmeriCorps members and AmeriCorps Seniors volunteers serve with organizations dedicated to the improvement of communities. AmeriCorps helps make service to others a cornerstone of our national culture. Learn more at [AmeriCorps.gov](https://www.americorps.gov).

As AmeriCorps expands to support the American Rescue Plan, we are looking for a Special Assistant to the Chief of Staff. This is an exciting opportunity to join a fast-paced team in the office of the Chief Executive Officer at a critical time for the agency and the larger national service enterprise. The ideal candidate will excel at managing multiple projects with competing deadlines with a strong attention to detail. This position requires an ability to coordinate laterally across senior leadership, diplomatically cut through red tape, and exceptional communication skills.

Applications will be reviewed on a rolling basis. Please submit a resume to Morgan Levey at mlevey@cns.gov. Please include "Special Assistant" in the subject line.

Salary: \$70,000 - \$90,000 (based on experience and locality)

Location: This is a fully remote position, although candidates working in the Washington DC area will have the option to come into the AmeriCorps office.

Appointment Type: This is a two-year temporary appointment. Candidates with NCE will be eligible for a term appointment if that is their preference.

Primary Job Tasks and Responsibilities

The Special Assistant will support AmeriCorps' Chief of Staff to advance the Biden Administration priorities and execute AmeriCorps' [strategic plan](#). Responsibilities will include, but not be limited to:

- Assist senior-level management and office staff with planning, developing and executing AmeriCorps initiatives, policies and programs.
- Anticipate, research, and prepare briefings or other written deliverables for senior level management.
- Develop, analyzes and/or implement project plans or strategies.
- Collect and analyze information to support senior leadership initiatives and priorities.
- Represent the Office of the CEO or the Office of the COO at internal and external meetings and conferences.
- Collaborate with multiple program areas to provide creative thought partnership on strategy for advancing cross-organizational initiatives.
- Make clear and convincing oral presentations to individuals or groups.



- Support coordination of internal and external meetings, including scheduling, preparing briefing materials and follow up.
- Understand and maintain a high level of awareness regarding local and national policies and trends that affect the organization and shape stakeholders' views.
- Adapt behavior or work methods in response to new information, changing conditions, or unexpected obstacles.
- Undertake broad program issues of sensitive nature requiring the highest standards of discretion, judgement and diplomacy.
- Perform a wide range of assignments, in support of Senior Leaders, which assist in maintaining efficient and effective program operations.
- Engage/participates in special initiatives and coordinates projects that are deemed priorities by senior leaders. This may include research and drafting written materials for internal and external audiences (i.e. talking points, power point presentations, external partner correspondence, etc.), collaboration with internal team members and external partners, attendance at meetings and events, and other opportunities to advance AmeriCorps' mission and priorities.
- Conduct in-depth research and collects internal and external information for meetings and reports. Prepare briefing and follow-up materials. Support meeting and event preparation, note taking, and follow up communications and tracking.
- Provide cross-agency collaboration with internal stakeholders to ensure the appropriate departments are briefed on important matters. Coordinates meeting agendas and materials, follow-ups and action items.
- Support leadership with the implementation of business process and accountability measures for work and deliverables.
- Ensure senior leaders receive thoroughly and properly vetted and reviewed decision documents and follows up on decision implementation.
- Manage logistics related to event planning, written deliverables and public messaging, meeting facilitation, senior leadership travel and public speaking engagements. This includes preparation of briefing materials, adherence to appropriate clearance and systems requirements, and securing all necessary approvals and processing of associated documents.
- Perform other duties as assigned.

Qualifications:

- Knowledge of Microsoft Outlook, Word, Excel, and PowerPoint required. Knowledge of SharePoint, OneNote, and virtual meeting platforms such as Zoom and Microsoft Teams desired but not required. Strong applicant has demonstrated ability to quickly grasp new technologies.
- Strong writing and editing skills and attention to detail. Demonstrated ability to translate technical information into plain language, as well as catch typos, formatting, and grammar errors quickly in a fast-paced environment.
- Project management experience required, including an ability to connect the pieces behind multiple projects and see how they tie together and ability to identify steps needed to accomplish a broader goal.



- Public speaking skills and meeting coordination experience desired.
- This is a very collaborative position; experience managing up and laterally is required.
- Experience with national service, particularly with how AmeriCorps grants operate is strongly preferred. A passion for volunteerism and service is essential.

Supervisory Controls:

Works under the direct supervision of the Chief of Staff. Overall work is evaluated in terms of adequacy and soundness of objectives completed, compliance with general instructions and within stated timelines. The incumbent exercises discretion and judgment in completing assignments.

Competencies:

Project Management - Knowledge of the principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring and inspecting deliverables and moving deadlines.

Oral Communication - Expresses information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

Writing – Uses correct English grammar, punctuation, and spelling to communicate thoughts, ideas, information, and messages in writing.

Editing – Conducts thorough review of written and visual media for content clarity, correct grammar and punctuation, and completion.

Teamwork – Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

Attention to Detail – Performs work with a conscientious eye for detail and ensures products are thoroughly thought out and reviewed.

Customer Service – Works with clients and customers to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations; knows about available products and services; is committed to providing quality products and services.

Computer Skills - Uses computers, software applications including Microsoft Office (Word, Outlook, Excel, PowerPoint), databases, and automated systems to accomplish work.



Integrity/Honesty – Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on the agency, self, and commitment towards completing assignments in a timely manner.

Self-Management – Sets well-defined and realistic personal goals; displays a high level of initiative, effort and commitment towards completing assignment in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

Technical Competence – Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; uses various digital media platforms to complete assignments.

Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- [Equal Employment Opportunity \(EEO\) for federal employees & job applicants](#)

Reasonable Accommodation Policy

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis. Learn more about [disability employment and reasonable accommodations](#) or [how to contact an agency](#).