



AMERICORPS PROGRAM COORDINATOR

Job Description

Prosperity Indiana supports a network of organizations that builds vital communities and resilient families. Prosperity Indiana advocates for public policies and assists the network in developing comprehensive solutions that engage local leadership to generate private and public investment.

Summary of Responsibilities

The AmeriCorps Program Coordinator is responsible for managing all of the program components necessary for carrying out the objectives, policies and procedures of the Indiana Financial Capability Corps program and working with the Training Director to facilitate professional development opportunities for the AmeriCorps members. The position reports to the Associate Executive Director.

Grant Management: Prepare federal AmeriCorps grant proposals and budgets. Ensure AmeriCorps grant deliverables are met including program and financial reporting, tracking service hours, and other administrative and grantee requirements. Assist in proposal research and writing related to volunteer programs.

Human Resources: Develop AmeriCorps member and volunteer recruitment materials. Implement diversified recruitment strategy of AmeriCorps members and service sites. Manage AmeriCorps member and service site application and placement process. Co-develop and co-facilitate annual AmeriCorps member and service site pre-service orientation, training curriculum, and calendar. Assist in the supervision, performance evaluation, and recognition of AmeriCorps members and service sites.

Partnership Development: Identify, recruit, and develop AmeriCorps service sites. Cultivate community resources to enhance service programs. Support existing corporate and civic partnerships through stewardship. Engage agency partners in service opportunities. Manage quarterly billing of AmeriCorps service sites.



Program Evaluation: Develop and execute annual evaluation plan congruent with AmeriCorps grant objectives and requirements. Establish and monitor systems for tracking outcomes and impacts of program activities. Oversee AmeriCorps program activities, ensuring contract compliance. Coordinate member satisfaction survey and feedback process.

Communications: Manage National Service database. Establish and maintain communications with AmeriCorps members and service sites through newsletters, emails, monthly calls, and site visits. Represent Prosperity Indiana and the AmeriCorps program in verbal and written communications.

Candidate Profile

The ideal candidate will have a strong commitment to working in a progressive community development and mission-driven organization. The candidate must possess excellent organizational and leadership skills, excellent verbal and written communication skills, strong analytical and financial skills, and an ability to work independently and as a team player. The successful candidate will be customer service oriented, communicate effectively, and be very organized. Attention to detail and accuracy are a must in order to successfully juggle and accomplish multiple tasks.

Qualifications

- Bachelor's degree from an accredited college or university preferred
- Experience in managing volunteer and/or service programs
- Demonstrated ability to manage and implement grants
- Good communication skills, written and verbal
- Willingness to do required statewide traveling and have dependable transportation
- Strong organizational skills and detail oriented
- Ability to adapt and multi task

Classification: Exempt, Full-Time, Grant-Funded



Salary Range: \$24,000 – \$34,000; paid health insurance, dental and vision, life insurance, vacation. Prosperity Indiana treats compensation as a total benefits package. Additional salary is available based on benefits claimed.

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent/applicant may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions not explicitly stated above are nevertheless understood to be essential to this position. These include, but are not limited to, attendance, getting along with others, working during normal business hours, effective time management, and dealing with and working under time constraints and other pressures associated with performing all aspects of this job. Any essential function of this class will be evaluated as necessary. Should an incumbent/applicant be unable to perform any essential function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA), reasonable accommodation for the specific disability will be made for the incumbent/applicant, as required. However, the incumbent/applicant must still be able to perform the essential functions of the position with or without such an accommodation.