



Program Officer

Purpose

Support ServeMinnesota's mission, vision, and values. The AmeriCorps Program Officer is responsible for technical assistance; program management and monitoring systems to ensure that AmeriCorps grantees deliver effective programs accomplish objectives and comply with programmatic requirements.

Equity in Action

The Program Officer demonstrates self-awareness by providing examples of how own social identities impact others and influence our roles. Distinguishes between equity and equality. Displays commitment to creating an inclusive environment. Shows ability to identify cultural similarities and differences and adapt behavior as needed to be effective in their work.

Essential Job Functions

Grants Management Responsibilities:

Training and Technical Assistance

- Provide responsive customer service, high-quality support, and targeted technical assistance to grantees (portfolio of 8 programs)
- Work together with program staff in the implementation of the annual training & technical assistance plan and budget to fulfill ServeMinnesota's strategic initiatives, meet program development needs and comply with AmeriCorps guidelines
- Work with grantees in the development and continuous improvement of program systems and objectives; connect programs for the exchange of common practices and resources.
- Actively support the Request for Proposal process, including technical assistance, concept paper review and full application review.
- Manage the Volunteer Generation Fund grant
- Assist Program Associate with advising the InterCorps Council management team
- Administer Basecamp for grantees and commissions colleagues

Monitoring and Evaluation

- Oversee grantee reporting and evaluation of grantees to assess the impact and effectiveness of programs
- Ensure grantees' compliance with applicable federal and state laws, rules and regulations. Implement and develop policies and procedures
- Review and provide recommendations on individual grantee Program Operating Procedures and conduct intro site visit for assigned grantees
- Conduct monitoring activities including desk audits and site visits

- Implement corrective action plans to ensure compliance and accountability with all applicable state and federal laws, program policies, rules and regulations and progress towards desired outcomes.
- Provide required feedback to grantees
- Stay up to date on grantee performance using OnCorps
- Work with the Research and Development Department on the Stage Gate continuous improvement process

Fiscal Monitoring

- Work with ServeMinnesota fiscal staff to provide technical assistance on program budgets as needed
- Provide assistance with the online reporting systems (OnCorps, eGrants, My AmeriCorps portal) to assigned grantees

Other Job Functions

- Assist with other ServeMinnesota activities as appropriate including strategic initiatives, special projects and other duties as assigned.
- Participate in AmeriCorps calls and state commission grantee calls, conferences, and committees and needed.
- Support AmeriCorps grantee progress reports and state funds reports
- Create AmeriCorps grantee progress report for Volunteer Generation Fund grant annually

Job Qualifications

Minimum

- Bachelor's degree
- Minimum 5 years of demonstrated experience in program management or grant making with a nonprofit, government agency, foundation or private entity
- National Service experience required
- Excellent oral and written communication skills
- Strong organizational and project management skills

Preferred

- Strong analytical and data interpretation skills
- AmeriCorps experience
- Experience with program and budget development
- Strong understanding of the state and federal legislative and budget process

Knowledge, Skills and Abilities

- Knowledge of AMERICORPS online data management systems: OnCorps, eGrants, and My AmeriCorps portal
- Knowledge of the local, state and national service and volunteer networks
- Ability to work and build relationships with diverse individuals and organizations

- Ability to provide prompt, accurate and high-quality customer service
- Ability to work independently and as a member of a staff team
- Ability to research, interpret, apply, and communicate complex regulations, policies, and procedures.
- Ability to coach subrecipients and/or other organizations, particularly related to federal compliance issues.
- Ability to define problems, identify patterns, collect data, establish facts, draw conclusions, and provide recommendations.

Workplace

At ServeMinnesota, we are highly invested in the success of our people. We strive to make it an awesome and inclusive place to work and we recruit passionate people. We are looking for people who are energized by making an impact in our communities through national service.

This position is available to all, without regard to Race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, or age. It is also unlawful to retaliate against any person who files a complaint about discrimination. In addition to filing a complaint with local and state agencies that are responsible for resolving discrimination complaints, you may bring a complaint to the attention of the AmeriCorps Agency.

ServeMinnesota is committed to hiring staff people who reflect the diversity of the Minnesota communities we serve. Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. We would encourage you to apply, even if you don't believe you meet every one of our qualifications described.

This position is based downtown Minneapolis but currently working a hybrid schedule. The salary is \$66,400-70,300.

ServeMinnesota requires all employees to be fully vaccinated for COVID-19, the only exception to this requirement is an approved medical or religious exemption.

Please submit a resume. Instead of including a cover letter, please answer each of these questions in either the body of the email or as a separate attachment, so we can get a better idea of your experience and interest in this position and our organization:

1. Why are you interested in ServeMinnesota and this particular position?
2. How does your experience align with the Essential Job Functions and Minimum Qualifications of this position?

Submit applications to lisacarlson@serveminnesota.org.

Application deadline is December 16, 2022