**POSITION OVERVIEW**
The Massachusetts Service Alliance (MSA), established in 1991, is a private, nonprofit organization. As the state commission on volunteerism and service, we generate collaboration and public-private partnerships at the local, state and federal level to grow volunteerism and service initiatives in Massachusetts. Our strong partnerships with local, state, and federal agencies allow us to mobilize funding to advance service and volunteerism through the AmeriCorps, Commonwealth Corps, and Volunteer Generation Initiatives programs.

MSA is seeking qualified individuals to play an active role in our grant review processes for our 2022-2023 AmeriCorps Planning Grant Review. MSA recognizes the importance of providing equitable and accessible resources for organizations who are interested and in need of our funding or added capacity. To accomplish this goal, we are seeking individuals who represent diverse communities across the Commonwealth and can contribute to the decision-making process of how to best utilize our resources.

**RESPONSIBILITIES**
- Participate in the planning Grant Review Training provided by MSA staff on Monday, August 8, 2022, from 1:00 – 2:00 PM or watch the recording before beginning to review proposals;
- Be available for the AmeriCorps Planning Grant Round II Community Review on Tuesday, August 16, 2022, from 1:00 – 2:30 PM;
- Provide feedback and recommendations to MSA staff on proposals;
- Complete a Review Worksheet for each proposal with detailed feedback prior to the grant review session; and
- Participate in a virtual discussion with other reviewers and make final recommendations
- Abide by MSA’s Conflict of Interest Policy.

**DESIRED QUALIFICATIONS**
MSA seeks a pool of reviewers who collectively have the following experiences. Individual applicants do not need to meet all qualifications, but rather should have one or more of these desired qualifications:
- Has personal/professional experience with national service in one of the following ways:
o Service member/alumni of AmeriCorps or Commonwealth Corps
o Beneficiary of service members/projects in your community
o Supervisor of members or worked for an organization that hosted members

- Live or work in Massachusetts gateway cities and/or historically under-resourced areas of MA;
- Work or identify with historically marginalized or under-resourced populations in Massachusetts;
- Prior service and/or volunteer experience;
- Prior experience reviewing and/or writing grant proposals/applications; or
- Knowledge in one of our focus areas, as outlined on the reviewer application.

**BENEFITS**

This is a unique opportunity to shape the future of AmeriCorps programming in Massachusetts. You will have a critical voice in determining which organizations receive AmeriCorps grants. In addition, you will also gain:

- Professional experience in grant writing and nonprofit programming;
- Engage in a diverse network of reviewers across Massachusetts; and
- Learn about new communities and needs across the Commonwealth

**APPLICATION PROCESS**

Qualified candidates should submit their online application by **12:00pm, Wednesday August 3rd, 2022**. Applications should be submitted through our online application system. Applicants will be notified of their status by **5:00pm, Friday August 5th**.

Questions related to this role, or the AmeriCorps Planning Grant Review process may be directed to Katie Koski at kkoski@mass-service.org.