AmeriCorps Program Officer

JOB DESCRIPTION

About us:

The Massachusetts Service Alliance (MSA) expands volunteerism and service in Massachusetts by providing individuals and organizations with funding, training, and support, which enables them to strengthen communities and make our Commonwealth a better place to live.

Through our services we engage over 1,500 AmeriCorps and Commonwealth Corps members and thousands of volunteers annually, improving academic and social and emotional outcomes for 13,600 youth, maintaining over 400 acres of park and public lands and 92 miles of trails and rivers, and providing legal assistance to 4,475 low-income individuals.

We care passionately about our service and volunteerism and our employees. For more information, visit www.mass-service.org.

Job Description Summary

The AmeriCorps Program Officer is a member of the AmeriCorps program team and is jointly responsible for coordinating the selection, support, and evaluation of MSA-funded AmeriCorps programs and reporting on progress to primary stakeholders. Additionally, the AmeriCorps Program Officer is responsible for promoting an ethic of service across the Commonwealth through outreach efforts and by acting as a liaison between MSA and other organizations that are a part of the service and volunteer network. The AmeriCorps Program Officer reports to the Senior Program Officer.

What you’ll do:

- You will manage a portfolio of AmeriCorps grantees as a member of the AmeriCorps program team.
- You will ensure high-quality program management practices by collaborating with colleagues to identify needs and provide responsive training and technical assistance, which may be provided during grantee in-person and online meetings and orientations, via phone, or on-site as requested.
- In collaboration with the finance team, you will assist with grantee contracting and budget negotiations.
• You will monitor grantee progress through site visits, progress reports, phone consultation, and other means.
• You will recommend corrective action for programs found to be out of compliance with state, federal, or Massachusetts Service Alliance regulations and requirements.
• You will participate in the grant selection process, including providing technical assistance to applicants, recruiting and training reviewers, participating in the review process, conducting pre-award assessments, and conducting appropriate follow up activities.
• You will assist with reporting to stakeholders such as AmeriCorps, the Governor’s Office, and the state legislature.
• You will participate in the grant selection process, including providing technical assistance to applicants, recruiting and training reviewers, participating in the review process, conducting pre-award assessments, and conducting appropriate follow up activities.
• You will identify opportunities to develop new initiatives and collaborations to support the field of service and volunteerism.
• You will serve as a liaison to groups and associations as the need arises.
• You will collaborate with MSA staff and partners to conduct public relations campaigns that promote service across the Commonwealth.

What we are looking for:

• Strong demonstrated commitment to and knowledge of service and volunteerism, AmeriCorps program or grant management experience strongly preferred.
• Three to five years of experience in direct service, program management or development, and/or grants management.
• Strong commitment to support of all internal teammates and stakeholders.
• Demonstrated ability to build strong, productive relationships with diverse individuals and organizations to achieve common goals.
• Strong organizational skills and ability to prioritize when necessary.
• Ability to take initiative - both independently and in a team setting.
• Proven capacity to initiate problem solving and remain flexible in a fast-paced environment.
• Demonstrated ability to learn new technology platforms quickly and efficiently.
• Prior experience working with Salesforce preferred.
• Strong written and verbal communication skills.
• Ability and willingness to travel independently within Massachusetts; driver's license required.
• Bachelor’s degree.

The Massachusetts Service Alliance is committed to hiring practices that support the values of a diverse workplace and reflect the composition of the Massachusetts communities it serves. MSA is an equal opportunity employer and candidates from diverse backgrounds are strongly encouraged to apply. MSA does not discriminate against any employees or job applicants on the basis of any legally protected status, in accordance with applicable federal, state, and local laws. Reasonable accommodations available upon request.

To apply, send a resume and cover letter by email to:

jobs@mass-service.org
Please be sure to include “AmeriCorps Program Officer” in the subject heading.

Applications will be considered on a rolling basis with priority given to those received by Friday, October 23, 2020 All interested applicants are encouraged to apply as soon as possible. Massachusetts Service Alliance is a proud Employer of National Service. Currently, half of our staff are AmeriCorps, Commonwealth Corps, and Peace Corps alumni. Individuals with service experience, such as Commonwealth Corps and AmeriCorps alumni, are highly encouraged to apply.

For more information about the Massachusetts Service Alliance, please visit www.mass-service.org.