



**Title: Program Coordinator, Stewards Individual Placement Program**

**Date: 9.10.2017**

**Reports to: Program Director**

**Salary: Group 3: (\$32,00-\$36,000)**

**Location: Beckley WV**

**Status: Full Time**

**Benefit Eligible: Full**

**Summary:**

The Program Coordinator implements initiatives within Stewards Individual Placement Program. This position coordinates program initiatives by interacting with program partners, supervisors and members. The Program Coordinator ensures all assigned positions are successfully recruited, supervisors are properly oriented with program policy and procedures and supported during the term of service. The Program Coordinator also ensures the members are oriented with program policy and procedures and supported during the term of service.

**Essential Responsibilities and Functions:**

**Program Development**

- Assist in the development of new initiatives—providing feedback to Director of Partnerships, participate in calls as needed
- Identify sites to successfully host a member; share RFPs, or applications with potential partners that correspond with their initiative(s)
- Manage the site application process for respective initiatives
  - Review site applications and work through the project approval process for their initiative(s)
  - Work with site partner to ensure project/site compliance with funding partner
  - Collect and review all site paperwork needed before starting a member in the field (VISTA Assignment Descriptions (VADs), On-Site Orientations, ADA Checklists, MOUs, etc.)
- Review and approve site position descriptions for respective initiatives (notifies Marketing Coordinator of opportunity for web hosting and needed marketing materials for position/site)
- Ensure successful recruitment plan to successfully fill initiatives' positions
- Process Memorandums of Understanding (MOU's) with non-agreement orgs (nonprofits, etc.)  
Manage the supervisor experience by conducting orientations and quarterly calls and assistance with operational procedures (time keeping reporting, risk management etc.)
- Ensure that the program is in compliance with the Corporation and Conservation Legacy Compliance requirements/expectations for both AmeriCorps and AmeriCorps VISTA project sites
- Implement policy and procedures for Stewards, Conservation Legacy, and the Corporation
- Working with Program Director to ensure proper routing and timely handling of worker's compensation claims

- Ensure that training and professional development for the member is compliant with funding partner's expectations, and task agreements
- Develop and oversee the file management processes for members and site applications
- Work with member, supervisor and Enrollment Coordinator to ensure time sheets are completed and participate in the approval process for member payroll.
- Responsible for ensuring program specific funds are properly requested and reimbursed and within budget constraints (professional development funds, travel funds etc.)
- Manage respective initiatives' site visit schedule and assign staff members and VISTA Leaders sites to visit, etc.
- Manage the Member Tracking List for all members you are responsible for.
- Approve VISTA Leader vacation and travel requests
- Work with Program Director to ensure AmeriCorps slots are properly tracked

### **Supervisor Support**

- Develop and conduct new partner orientations
- Serve as the primary site supervisor contact
- Develop and oversee all partner evaluations
- Conduct/participate in member and Supervisor mediation
- Work with partner to create position descriptions when necessary
- Manage the partner experience by providing calls and resources as it applies
- Work with the Program Director to review and update partner handbook

### **Member Support**

- Develop and conduct new member orientations
- Oversee the Member Tracking List through fact oversight/management
- Oversee and review member reports, and member evaluations
- Site visits are conducted within set time frames
- Risk management coordination
- Confirm that welcome packets and uniforms have been sent to member
- Working with Program Director to approve and track professional development funds
- Maintain Member files

### **Program Reporting**

- Assist Program Director with cooperative agreement tracking and reporting
- Work with the Program Director and Communications Coordinator to collect, edit and package reports Compile and send all quarterly reports to partners

### **Physical Requirements:**

Periodic overnight travel and non-traditional work hours, inclusive of weekend and evening hours. To successfully perform essential functions the Program Coordinator is required to sit, stand, walk, speak and hear. The Program Coordinator may be required to climb, balance, stoop, kneel, crouch or crawl on an infrequent basis. He/she must be able to operate office equipment, telephone, and computer and reach with hands and arms. The Program Coordinator may be required to lift up to 50 pounds unassisted. The ability to drive an organizational vehicle is also required. Reasonable

accommodations may be made for qualified individuals with disabilities to perform the essential functions.

**Minimum Qualifications:**

- Minimum of three (3) years of experience in nonprofit or program management
- Flexibility, adaptability and capacity to work in a fluid, changing work environment
- The ability to communicate effectively with all partners and staff in the organization and to understand administrative needs as they arise
- Minimum of three (3) years of supervising others in the work environment
- Minimum educational experience: Bachelor's Degree preferred in management
- Valid driver's license and an insurable driving record
- Proficient in computer programs, databases and social media
- Must be able to pass a criminal history background check

**Preferred Qualifications:**

- Previous experience with a Corps or youth serving organization
- Bachelor's Degree required. Business management preferred.

**How to apply:**

Send cover letter, resume with three professional references via email to Director of Operations, April Elkins [april@conservationlegacy.org](mailto:april@conservationlegacy.org) This position will remain open until filled, with preference given to applications received by September 29, 2017.