



Title: Member Engagement Program Manager, Stewards East Individual Placements

Date: May 17, 2020

Reports to: Corps Director, Stewards East

Salary: Grade B+, Starting at \$35,568/yearly

Location: Remote

Status: Temporary, Regular, Exempt

Benefit Eligible: Not eligible per Personnel Policies

Summary:

The Member Engagement Program Manager will lead a team of coordinators who are responsible for interviewing, selecting and supporting 150 AmeriCorps VISTA Summer Associates. The Member Engagement Program Manager will ensure that all systems, technology, training, and other required systems are in place to successfully on-board and support 150 members. This position will work closely with other staff, partners and site staff to ensure that the program is successfully implemented. This position will work very closely with the Recruitment Program Manager to ensure that all members are successfully on-boarded and supported throughout their term of service. This position is intended to continue for 16 weeks from start.

After the start-up and recruiting is completed, this position will focus on ongoing site communication, identification of evolving challenges and opportunities for members, assisting with ongoing training, management of required reporting and will provide general support to the COVID-19 contact tracing program as needed.

Essential Responsibilities and Functions

Interviewing and Selection Support:

- Work closely with the Recruitment Program Manager to ensure that 150 members are successfully onboarded and supported
- Review and develop criteria, interview materials and other information to help identify diverse, qualified applicants
- Ensure all interviews are conducted most inclusively to ensure significant diversity in applicants and members is supported

Program Support & Administrative Duties

- Work closely with the other Program Manager and partners to ensure maximum efficiency in processes and procedures
- Participate in regular trainings and check ins with other staff and staff from partner organizations
- Serve as primary contact for all sites and site supervisors working closely with other staff if challenges or opportunities arise
- Provide ongoing updates to key funders and partners as needed
- Other duties assigned

Member Support and Impact

- Understand and self-educate around type of work that members are completing to lead any strategies that create the most efficiencies in the VISTA cohort
- Lead efforts to ensure that all members receive the required and appropriate training for their positions
- Work closely with other staff to develop and implement professional development and other optional trainings that support the member experience
- Serve as the primary point of contact with sites and site supervisor
- Develop and implement orientation and pre-project communication
- Lead efforts with other Program Managers for reporting and documentation requirements
- Provide ongoing updates to key funders and partners as needed
- Ensure all staff recruit and conduct interview in a format that engages diverse populations

Physical Requirements:

May include non-traditional work hours, inclusive of weekend and evening hours. To successfully perform essential functions the Program Manager is required to sit, stand, walk, speak and hear. The Program Manager 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. Reasonable accommodations may be made for qualified individuals with disabilities to perform the essential functions.

Minimum Qualifications:

- Strong organizational and problem-solving skills
- Experience recruiting and conducting large amounts of interviews
- Experience with staff supervision and mentorship to other full time staff
- The ability to identify and screen for strong cultural competency in candidates
- Demonstrated ability to develop strategies and tactics to create equitable and inclusive outcomes
- Experience working independently, as part of a fast-paced project
- Flexibility, adaptability, and capacity to work in a fluid, changing work environment
- Must have the ability to work remotely, including having access to reliable internet service, a computer, and space in your home to reasonably work
- Desire to contribute to a fast-paced and critical statewide effort to put qualified individuals to work to help us better understand this disease and protect our communities
- Minimum educational experience: High School Diploma or GED with related work experience
- Sound judgement, and the ability to make informed hiring recommendations
- Excellent written and oral communication skills
- Previous experience with a Conservation Legacy or other national service program
- Proficient with Microsoft Suite, Google Suite, Zoom and Google Voice

Preferred Qualifications:

- Previous experience using eGrants, a Civicore database and SharePoint libraries
- One or more years of experience working for an AmeriCorps Program, as a member or staff
- Experience hiring staff and/or AmeriCorps positions, or other HR hiring functions
- Candidates fluent in multiple languages
- Experience in an administrative role with successful decision-making
- Experience working with underrepresented populations in a professional setting, providing support as barriers exist

- Recognizes importance and shows experience in building a workforce of diverse staff and members

How to apply:

Send Cover Letter and Resume to Amy Sovocool, amy@conservationlegacy.org. Preference given to submissions by Friday, 5/22/20.