



Title: AmeriCorps Compliance Coordinator

Date: August 2020

Reports to: Sr. Director of Human Resources & Staff Development

Starting Salary: Grade B, Starts at \$17.10/hr

Location: Durango, CO, or other western program office location negotiable

Status: Full Time, Non-Exempt, Full benefits per personnel policies

Summary: The AmeriCorps Compliance Coordinator is responsible for leading organizational programming toward intended outcomes of the Opportunity Youth Service Initiative; specific to providing opportunity youth program models and related professional development services. The position will take lead in ensuring integrity to the grant-funding related to opportunity youth program models; as well as driving future funding opportunities to support this programming and organizational efforts. This position is expected to lead processes and practices for central, local and remote office staff, as well as field staff, that play a role in opportunity youth programming across the nation-wide program offices, housed within diverse communities and different operating capacities.

The position is funding dependent after September 2021.

Essential Responsibilities and Functions:

Partner & Staff Relations

- Maintain healthy relationships with funders and partnering organizations to develop a sustainable partnership through professional communication; including responsiveness and quality of information.
- Collaborates with other HR Team members to clearly communicate anticipated and unanticipated needs of the program and grant(s) in order to represent and communicate on behalf of Conservation Legacy to partnering organizations and funders.
- Utilize and familiarize with resources across programs to share and collaborate with best practices and ideas that support programmatic outcomes; act as liaison or bridge between regional staff, central staff and community resources.
- Develop and deliver trainings for regional and/or program staff through frequent communication and onsite visits that educate on usage and importance of data systems, outcomes, tactics and programming standards.
- Actively and consistently demonstrate leadership skills through communication and interpersonal relationships.

Member Experience

- Partner with central and regional Field Operations staff to reach common goals of partner and project expectations, while reaching grant and member experience goals to ensure that field staff understand the balance of priorities.
- Identify program outcomes and align with organizational strategic plan goals and tactics; develop and hold users accountable to systems that collect reporting data to ensure the integrity of information entered in the system and extracted.
- Support & guide the program development and delivery of credentials and educational tactics that lead toward successful program outcomes as identified by the strategic plan, program model and goals specific to the OYSI grant; including professional and personal development curriculum tailored for each program structure.

- Effectively holds other staff accountable to systems, processes, deadlines and standards of AmeriCorps & funding partners to ensure different locations are delivering curriculum with integrity.
- Develops and engages with members and/or supports program staff to successfully track post-term information related to grant compliance.

Data Integrity & Compliance

- Coordinate with central, regional and program HR staff to collect post-term and pre-term data through existing recruitment and onboarding platforms and procedures.
- Develops processes to anticipate compliant reports to associated funders; includes unanticipated requests from funder(s) while aligning parallel reporting standards in partnership with the HR Team.
- Align expectations of systems, reporting and standards with other central and programmatic requirements around AmeriCorps for other staff to utilize and contribute into.
- Continuously increase knowledge of National Service/AmeriCorps compliance; programmatic and administrative by attending trainings, conferences, policies, Americorps communications and other internal changes/communication. Ability to share this information as necessary.

Other Responsibilities

- Leads application process toward a successful submission for future funding or continuation of existing funding and collaborates with other staff able to provide the variety of information needed for these processes.
- Supports programs and/or regions with guidance and resources of diverse recruitment tools and strategies to successfully recruit qualified applicants into the programs.
- Commits to own professional development by utilizing funder webinars, youth development trainings, workforce development trends and tools, DEI knowledge that support populations served and other under-represented populations less served and other related development tools to further meet job expectations.

Physical Requirements:

Periodic overnight travel and non-traditional work hours, inclusive of weekend and evening hours. To successfully perform essential functions this position is required to sit, stand, walk, speak and hear. This position *may* be required to climb, balance, stoop, kneel, crouch or crawl on an infrequent basis. They must be able to operate office equipment, telephone, and computer. 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:

- Exhibits the ability to effectively work on diverse teams or with a variety of populations, including those underrepresented at our organization and those of BIPOC communities.
- Minimum of three years of experience in youth development field.
- Experience with influencing diverse groups of employees to achieve common goals.
- Flexibility, adaptability and capacity to work in a fluid, changing work environment.

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J. Bartlett

- The ability to carry out assigned work independently or with minimal supervision.
- The ability to communicate effectively, manage complexity cultivate innovation, drive and influence results of oneself and others.
- Ability to work well with others and to seek assistance when needed to carry out assignments.
- Familiarity with Microsoft Office programs and applications, or similar platforms.
- Ability to keep others, in remote locations, accountable to expectations.
- Must be able to pass the organization's criminal history background check requirements.
- Experience leading Conservation Legacy programs, members or administrative systems.

Preferred Qualifications:

- Experience in managing grant(s) of \$500k or larger.
- Experience managing Opportunity Youth members in an AmeriCorps program and administrative requirements of the program.
- One-year experience working with Conservation Legacy OYSI program and grant delivery.
- Familiarity in systems that track required data for reporting purposes.

To Apply: Send Cover letter and resume to Jennifer Buckner at jbuckner@conservationlegacy.org. Cover Letter must include a response to following question:

Provide some examples of your experience in working effectively with diverse teams or a variety of populations, including those specific to the BIPOC community.

Conservation Legacy is an equal opportunity employer. We are committed to hiring a breadth of diverse professionals and encourage members of diverse groups to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.

