



AmeriCorps Planning Grant Coordinator

Location: Douglas County, Oregon

Salary: \$17.05 - \$25.55 Hourly Grant Funded Position

Full Time Position / Position works 40 hours per week.

Non-Exempt

The AmeriCorps Planning Grant Coordinator supports United Communities AmeriCorps as we design and evaluate a program expansion allowing AmeriCorps members to build the capacity of Oregon's rural communities. Assist in AmeriCorps program design, strategic planning, outreach and marketing, research and data collection, grant writing, community partner development, member recruitment, support and administrative tasks.

ESSENTIAL JOB DUTIES

Under the direction of the AmeriCorps Program Manager, the AmeriCorps Planning Grant Coordinator will:

- Assist in development of key elements of United Communities of Oregon ServiceCorps (UCOSC) including program design, performance measures and evaluations, researching the evidence base for the program, creating a policies and procedures manual that will include guidelines for AmeriCorps member selection, training, supervision and compliance.
 - Recruit an advisory council of key stakeholders to advise the program. Work alongside manager to plan and strategize effective program improvements. Activities include identifying gaps in program procedures, member experience, retention practices, leadership opportunities, site supervisor trainings and support.
 - Cultivate strong relations across Oregon's school districts, CAPO Networks, nonprofits, government agencies and other community organizations. Oversee development, research and first contact support for new AmeriCorps host sites and other community partnerships. Lead the reinvigoration of the program's distribution lists, and outreach materials. Coordinate and plan two statewide outreach and recruitment events, overseeing logistics and budget allotment. Create an evaluation tool to identify areas of strength within existing partnerships.
 - Collaborate with program manager and other staff, to develop and coordinate member orientation, training and team activities including service day events and graduation for members so there is a thorough understanding of AmeriCorps and UCAN philosophy, purpose, values and program services. Assist in identifying and seeking resources to address learning gaps needed to deliver effective service for AmeriCorps Members. Attend site visits and offer support as needed to AmeriCorps members and site supervisors.
- ✓ **Regular and consistent attendance is required.**

POSITION REQUIREMENTS

Minimum Qualifications:

- Bachelor's degree OR four years progressively responsible work-related experience OR a satisfactory equivalent combination of education, experience or training.
- At time of appointment must possess valid Oregon driver's license. Finalist must provide court print driving record that meets the requirements of the UCAN Driver Policy as part of contingent offer of employment.
- Ability to pass a background check with the State of Oregon, FBI and National Sex Offender Public Registry.
- This position requires Considerable knowledge of volunteer services, principles and practices; considerable knowledge of community networking; reasonable program management techniques in areas of organizational skills, research, data collection; reasonable knowledge of laws affecting volunteers; reasonable knowledge of marketing and/or public speaking.
- This position requires writing clear and concise correspondence, newsletters, records, use of automated equipment and systems including logging onto systems, enter database information, creating and delivering presentations, download forms and preserve/backup important data.
- This position requires frequently bending, carrying, keyboarding, occasionally lifting up to 25 pounds, pushing, pulling, reaching, sitting, standing, walking and hearing voice conversation. Requires continuous mental and visual attention.

SUBMIT COMPLETED APPLICATION TO: ucan.employment@ucancap.org

UCAN Human Resources, 280 Kenneth Ford Drive, Roseburg OR 97470

Website: <https://www.ucancap.org/careers/>

Phone: 541-492-3913 FAX: 541-492-3921

UCAN is an Equal Opportunity Employer.

If you require special assistance at any point during the application or selection process and would like to request an accommodation due to a disability, please e-mail a description of your request to Human Resources:

ucanhr@ucancap.org