



## CATHOLIC CHARITIES USA POSITION DESCRIPTION

<b>POSITION:</b>	Manager, AmeriCorps Programs
<b>REPORTS TO:</b>	Director, Grants & Migration Services
<b>DIVISION:</b>	Programs and Services
<b>STATUS:</b>	Exempt
<b>TIER:</b>	

**Summary Description:** The Manager, AmeriCorps Programs will manage the CNCS AmeriCorps grants for which CCUSA acts as the national intermediary. This individual's primary responsibility is to identify and develop programmatic responses to emerging issues and trends in the fields related to the AmeriCorps grants. This individual will also facilitate CCUSA's members knowledge of and ability to use national service to provide quality services, and encourage and assist CCUSA members to network, share information, and collaborate with each other.

### **Leadership Exercised:**

- This individual supervises the VISTA Leader(s)

### **Primary Responsibilities:**

- Write comprehensive, on-time grant status reports to ensure compliance with all grant requirements
- Conduct national criminal history checks for AmeriCorps members
- Manage enrollment and exit processes for AmeriCorps members
- Coordinate the sub grant process for AmeriCorps program participating agencies
- Monitor grant activities through periodic site visits with sub grantees
- Coordinate and facilitate the AmeriCorps training programs, workshops, webinars and conference calls for sub grantees
- Work with the grants accountant on the development and monitoring of program budgets and reports to ensure sound fiscal operations
- Provide technical assistance to agencies in the completion of grant mandated activities

### **Secondary Responsibilities:**

- Research and answer programmatic requests from the field
- Develop and maintain relationships with CNCS and with national, regional, and local organizations related to the CNCS grants
- Represent CCUSA externally to further organizational priorities and facilitate information sharing and collaboration in the field.

- Consult with other staff members internally on designated program areas to assist in problem resolution, skill building, and internal integration to better serve member agencies
- Develop and monitor internet based communication vehicles to ensure major issues and best practices are shared with members
- Serve on select internal committees
- Participate as an active member of the CCUSA team
- Embrace CCUSA's values and the behaviors that support the values
- Stay abreast of developments in the field and participate in relevant professional organizations and meetings to understand and, as appropriate, identify trends and recommend new approaches

**Knowledge, Skills & Abilities:**

- Some experience in program management
- Strong written and oral communication
- Strong relationship building skills
- Attention to detail
- Strong commitment to customer/member service
- Knowledge of and commitment to CCUSA's mission and Catholic Identity
- Ability to manage multiple and diverse responsibilities
- Ability to work with people of diverse backgrounds
- Ability to network and interact internally and externally
- Ability to coordinate and participate in effective partnerships with key stakeholders
- Ability to recognize and creatively respond to trends and changes in the field of national service

**Secondary Skills:**

- Ability to work with and provide guidance to supervisory level staff in the field
- Strong organizational and analytical skills
- Developing ability in meeting facilitation and audience presentations
- Ability to excel in fast-paced, changing, and challenging environments
- Strong computer competency

**Essential Coordination:**

- Corporation for National & Community Service
- Sub-grantee program staff
- Division staff
- Other CCUSA Divisions

**Secondary Coordination:**

- State Volunteer Commissions

**Education & Experience:**

- BS/BA degree (or equivalent experience)

- Experience working with program administration. Experience with CNCS a plus

**Work Environment:**

- This position may require extended periods of standing, sitting, as well as some repetitive movements, bending and repetitive lifting of minimal weight
- Reasonable accommodations may be made to enable individuals with disabilities to perform the key components and primary responsibilities
- Travel 10%

Interested applicants should send a cover letter and resume to  
[hr@catholiccharitiesusa.org](mailto:hr@catholiccharitiesusa.org).

CCUSA provides Equal Employment Opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex or gender, military service or veteran status, sexual orientation, gender identity, national origin, ancestry, pregnancy, age, disability or marital status in accordance with applicable federal, state and local laws. CCUSA complies with applicable federal, state and local laws governing nondiscrimination in employment.