



Job Description

Job Title: AmeriCorps Project Director

Department: Main Office

Reports To: Vice President & Chief Operating Officer

Job Type: Full-time/Exempt

Salary: \$40,000 - \$50,000 per year

SUMMARY

Responsible for leading, developing, managing and sustaining the coordination and alignment of resources for a CIS-AH AmeriCorps program in the current SWVA and NETN footprint. The AmeriCorps Project Director will research, develop, and design a potential AmeriCorps program where AmeriCorps members will be placed inside school buildings to work alongside of and in coordination with current Student Support Coordinators serving schools in SWVA and NETN.

SUMMARY OF DUTIES AND RESPONSIBILITIES OF AmeriCorps Project Director

Under the direction of the Vice President & Chief Operating Officer and the CIS of AH AmeriCorps Program Planning Team, the AmeriCorps Project Director will assist with the research and design of an AmeriCorps program at CIS-AH, utilizing AmeriCorps members to work alongside and in collaboration with Student Support Coordinators inside SWVA and NETN public school buildings to increase the overall impact of CIS-AH in the region. The AmeriCorps Project Director will research and establish best practices for program provision, and create infrastructure to support the implementation of a new AmeriCorps program within the current SWVA and NETN footprint. The AmeriCorps Project Director is specifically responsible for the design and development of an AmeriCorps program, including determining next steps in building operational readiness to implement an AmeriCorps program, and working with Chief Development Officer to complete any grant(s) related to the AmeriCorps program.

CIS of AH is investing in the development of an AmeriCorp program to help us build stronger schools and communities – so students can be successful in school and in life.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE AmeriCorps Project Director:

Reporting to and directed by the Vice President & Chief Operating Officer, the AmeriCorps Project Director will:

- **Establish an internal planning team** to serve as the primary team for the design, execution, and ongoing implementation of a school-based Americorps program in the SWVA and NETN footprint of CIS-AH. Duties include scheduling meetings, maintaining meeting notes/agendas, and general organization of the planning team.
- **Research, identify and hire a consulting agency** to assist in the development of a successful Americorps program. Work closely with the consulting agency to assist in the development of a recruitment and retention program designed to meet the challenges of operating an AmeriCorps program in a rural setting.
- **Build and engage a community member and partner agency panel** to provide input and guidance in the development of a robust Americorps program.
- **Develop and coordinate AmeriCorp program training** sessions for all involved parties, including internal and external stakeholders. In collaboration with other CIS-AH team members, develop training plans for all potential AmeriCorps service members working in collaboration with CIS-AH, including orientation, onboarding, and all other program specifics.

- **Lead the development of CIS-AH AmeriCorps Program Logic Model** to outline the goals and actions of the AmeriCorps program. Coordinate with the Planning Team to ensure that all actionable steps are completed according to the developed logic model.
- **Use research and analysis of existing Americorps programs** to guide the planning process.
- **Conduct regional analysis** for long-term sustainability including available funding for long-term sustainability of the CIS-AH AmeriCorps Program and ability to recruit and maintain AmeriCorps members to work throughout the region. Travel to potential sites, locations, and regions will be required.
- **Project management.** Provide project support and management to all individuals secured to support the project.
- **Evaluation of planning phase.** At the conclusion of the one year planning period, the Project Director will lead the completion of a thorough evaluation of each previous planning phase and the resulting details. In coordination with the Planning Team, the AmeriCorps Project Director will regularly monitor and adjust services as needed to maximize effectiveness and impact.
- **AmeriCorps Program Grant.** At the conclusion of the one year planning period, the Project Director will work with CIS-AH Chief Development Officer to complete the AmeriCorps Program grant to subsequently fund the CIS-AH AmeriCorps program.
- **Represent CIS of AH** as a member of multiple community coalitions and committees where applicable.
- **Other duties** within the scope of the employee's skills and abilities as assigned by the supervisor.

ADDITIONAL DUTIES ASSIGNED TO ALL EMPLOYEES

Fund Development

- Assist with fund development. Activities may include, but are not limited to:
 - Participate in donor cultivation and solicitation activities in support of donor development, including by phone, email or mail.
 - Support fundraising events by attending, assisting as required and representing the organization in a positive manner.

Program Support

- Represent the organization positively in public at all times by acting as a professional representative and ambassador.
- Support the mission and goals of the organization across all programs and departments.

Administration

- Maintain accountability to administrative systems and procedures, including submitting expense reimbursements, invoices, reports, etc. by the deadlines assigned.
- Submit content as requested for use in a variety of media outlets and grant applications.
- Participate actively in staff meetings and Board meetings when requested.

Professional Development

- Attend CIS of AH meetings and trainings as appropriate.
- Find other low-cost opportunities for professional development and training.

Confidentiality

- Understand and adhere to the CIS of AH confidentiality policy and all standards of conduct as described in the CIS of AH Handbook.

The statements contained herein describe the scope of the responsibility and essential functions of this position but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload. Other duties may be assigned by the President & Chief Executive Officer and Vice President and Chief Operating Officer

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Proactive - able to anticipate arising needs and take ownership over activities.
- Effective at building relationships of trust and respect with schools, and various community stakeholders.
- Excellent communication skills.
- Highly organized and efficient.
- Able to track and juggle multiple projects at a given time.
- Resourceful - able to conduct research and obtain community resources/services.
- Experience in education, social services, counseling, juvenile justice or family serving organizations.
- Understanding of basic child and adolescent development principles.
- Respect for cultural and human diversity.
- Identify potential risk factors (in a program environment) and take measures to reduce risk.
- Care for, involve and work with families and community.
- Work as part of a team and show professionalism.
- Demonstrate the attributes and qualities of a positive role model.
- Familiarity with community and school-based services within a determined region.
- Experience managing and supervising teams.
- Experience with coaching and professional development strategies.
- Experience with tracking and analyzing data.
- Excellent computer skills.

EDUCATION and/or EXPERIENCE

Bachelor's degree required and demonstrated relevant experience in related field. Must have a valid driver's license and automobile insurance.

SALARY

\$40,000 - \$50,000 per year

Please send resume and cover letter to be considered for position. More information about the organization can be found at www.cisofah.org.