TITLE: New Bedford Strengthening Families AmeriCorps Project Manager (Contingent Upon Funding)

STATUS: Exempt, grant-funded position

SALARY: $45,000 annual salary plus competitive benefit package

REPORTS TO: Director of New Bedford Community Connections Coalition (NBCCC)

JOB SCOPE: This position will manage the UWGNB Strengthening Families AmeriCorps Program, a collaboration with eight community-based host sites across New Bedford. They will have primary responsibility for recruitment, training, supervision, and support of 19 AmeriCorps members (11 full-time and 8 half-time), as well as ongoing oversight of eight host sites and communication with host site supervisors. They will be responsible for the effective implementation of the UWGNB Strengthening Families AmeriCorps program, including compliance with the Corporation for National and Community Service (CNCS) and Massachusetts Service Alliance (MSA) rules and regulations, including maintaining required records and participating in CNCS and MSA program monitoring. They will be responsible for effective program implementation, fiscal management, and performance monitoring, with support from the UWGNB’s Director of the New Bedford Community Connections Coalition and other UWGNB staff, as needed.

ORGANIZATIONAL/PROJECT BACKGROUND: United Way of Greater New Bedford’s (UWGNB) mission is to mobilize people, partnerships, and resources to catalyze change that strengthens the communities we serve. The New Bedford Strengthening Families (NBSF) AmeriCorps Program is a community collaboration led by UWGNB. Nineteen AmeriCorps members (7 full-time Parent Educators and 4 full-time and 8 part-time Resource Specialists) will implement evidence-based interventions that strengthen families, with a focus on preventing child abuse and neglect. We will implement a scattered-site model that will include eight community-based host agencies and programs throughout the city, including UWGNB. The NBSF AmeriCorps program is based in the Strengthening Families Protective Factors Framework that centers on five interrelated family protective factors: knowledge of parenting and child development, concrete supports in times of need, social connections, social and emotional competence of children, and parental resilience. The program will engage at least 80 parents or caregivers in parent education and 360 parents in direct service support in the first program year.

RESPONSIBILITIES:

Oversight of Host Sites
- Manage diverse portfolio of host sites and provide support to host site supervisors.
  - Establish and maintain effective working relationships with host site directors and member supervisors.
  - Oversee host site orientation and on-going supervisor training for effective implementation of the AmeriCorps program.
Ensure host site supervisors are providing members with the resources, supervision and support they need to perform their roles at each host site.

Review host site activities and supervisor reports on member performance on an ongoing basis to ensure compliance with all federal regulations.

Recruit new host sites, as needed.

**AmeriCorps Member Recruitment, Selection, Placement and Development**

- Assist with developing AmeriCorps member recruitment materials, including AmeriCorps webpage and pages in e-Grants, the Federal grant management portal.
- Lead recruitment and application process.
  - Prescreen all applicants and conduct initial interview.
  - Assess the fit between candidate skills and potential host site placement.
  - Schedule and conduct final interviews in conjunction with each host site/program.
  - Select final candidates and ensure successful onboarding to program and host site.
- Schedule, document and approve all background checks.
- Plan and facilitate annual program year orientation and bi-weekly member cohort meetings.
- Promote member retention and develop a sense of teamwork among AmeriCorps service site staff and members through frequent communication.
- Track completion of required trainings by all members and site supervisors
- Provide members with supervision as leader of program and ensure that members are receiving quality direct supervision from host site supervisors
- Maintain all member files and ensure compliance with federal regulations.
- Monitor member reporting on an ongoing basis.
- Assist with mediating member disputes/problems.

**Public Relations**

- Assist with publicizing the program in the community on an ongoing basis.
- Become the face of the program in the community.
- Develop and expand partnerships with community organizations, schools, government agencies, businesses, and community members as it relates to the development of the program.

**Policies and Procedures**

- Assist with developing written policies and procedures for program operations.

**Professional Development**

- Attend any trainings and meetings as required by the Massachusetts Service Alliance.

**Program Evaluation**

- Set up systems for members to collect program performance measures as outlined in the grant requirements.
- Analyze and report on program performance measures as needed to ensure effective program implementation and achieve targets for number of families served.
- Assist with developing evaluation plans congruent with the objectives outlined in the grant requirements.
- Assist with developing and monitoring systems for tracking outcomes and impacts of program activities.
- Monitor program activities, ensuring compliance of all requirements.
- Coordinate an annual satisfactory and feedback survey process.

**Budget Management**

- Track service site match requirements.
Submit expenditure requests, mileage reimbursement in a timely manner to the finance team.

Monitor the budget monthly in conjunction with NBCCC Director and finance team and suggest budget modifications if necessary.

Reporting

- Assist with monthly, quarterly, and bi-annual reporting as needed.
- Monitor service site reporting.

Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor’s Degree in related field preferred, i.e. social work, public administration, health, non-profit management; or a High School Equivalent with at least 3 years’ experience.
- Knowledgeable about the AmeriCorps program, policies, and procedures.
- Knowledgeable about New Bedford human services community and demonstrates evidence of ability to effectively navigate and access key relationships within that community.
- Supervisory experience preferred.
- Proficiency in business computer software and systems, including Microsoft Office Suite.
- Excellent communication skills, leadership skills, interpersonal skills, collaborative problem-solving skills, and the ability to motivate AmeriCorps members and service site staff.
- Ability to work with volunteers, staff, partners, and community at-large providing leadership, direction, and resource information, as needed.

WORK ENVIRONMENT:

- Multi-functional, fast-paced, office setting and field work with AmeriCorps service sites.
- Strong teamwork with collegial staff and relationships with AmeriCorps service sites, AmeriCorps members and other community partners.

OTHER REQUIREMENTS:

- Valid driver’s license, automobile/vehicle, vehicle insurance.
- Participate in professional growth opportunities, as indicated and available
- This position will have access to vulnerable populations and is subject to the following Criminal History Checks:
  - National Sex Offender Public Website (NSOPW)
  - State of Residence & State of Service
  - FBI Check

*Deadline to Apply is July 24, 2020. Interested applicants should send a resume and cover letter to LiveUnited@unitedwayofgnb.org*