

A United Way Association of South Carolina Position Description



United Way Association
of South Carolina

Title: AmeriCorps Program Development Coordinator

Reports to: Director of Community Impact

Level/Status: Full-time; exempt

In compliance with the Fair Labor Standards Act, this position is classified as an exempt position and the employee is not eligible for overtime. Some evening and weekend hours are required.

Supervises: Interns and AmeriCorps Volunteers

Last Updated: February 2011

Key Function/Purpose of Position:

The AmeriCorps Program Development Coordinator is responsible for coordinating trainings and providing as needed program development support to grantees of the SC Commission on National and Community Service. This position will report to the Director of Community Impact.

Key Responsibilities:

- Work collaboratively with the Director of Community Impact and UWASC management team to serve South Carolina communities through volunteerism and national service.
- Assist AmeriCorps grantees with implementation activities throughout the state of South Carolina.
- Develop and maintain statewide partnerships with the South Carolina national service community.

Specific Duties

- Participate in monitoring and evaluation processes of current grantees.
- Coordinate monthly meetings with AmeriCorps Program Directors and other program staff.
- Actively pursue new training and resource opportunities for AmeriCorps program development to share with grantees.
- Provide as needed technical assistance and program development support such that grantees are better able to achieve their stated goals.
- Contribute to the achievement of measurable goals and objectives for the SC Commission.
- Serve as a knowledge resource regarding the Kennedy Serve America Act, Corporation for National and Community Service culture, including policies, procedures and regulations, as well as any related state laws.

Education:

- Bachelor's Degree or higher

Experience:

- Minimum of three years successful work experience of similar responsibility and complexity
- Demonstrated oral and written communication skills
- Ability to work with volunteers, committees and board members in the implementation of strategies, plans and projects
- Successful track record of managing multiple projects with a diverse customer base
- Knowledge of the non-profit sector
- Previous AmeriCorps program management and/or United Way system experience required

Additional Information:

In addition to our role as the state-level professional association for 29 local United Ways in South Carolina providing training, technical assistance, state campaign and policy advocacy, UWASC serves as the legal and fiduciary authority for the SC Commission on National and Community Service and SC 2-1-1. In those roles we maintain multiple MOU's with diverse partners throughout the state. It is reasonable that as a member of the senior management team, this position will have contact and interaction with all aspects of service provided by the Association. Work shifts may vary with some extended hours due to crisis or disaster situations.

Key Skills:

- Must have excellent organization, communication, interpersonal and telephone skills
- Demonstrated oral and written communication skills
- Highly organized
- Ability and willingness to travel
- Computer literate
- Public presentation skills
- Computer and technical knowledge relating to National Service; proficient in Microsoft Office applications
- Ability to read, analyze and interpret data and reports
- Ability to respond effectively to the most sensitive inquiries or complaints
- Ability to calculate figures and amounts, including percentages
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to interpret instructions in a variety of forms
- Interacts well with others and is able to maintain positive working relationships throughout the community with diverse groups of people and within a wide variety of work environments
- Ability to work with volunteers, committees and board members in the implementation of strategies, plans and projects
- Successful track record of managing multiple projects with a diverse customer base
- Knowledge of the non-profit sector in South Carolina

Core Competencies:

Commitment to Excellence

A personal and professional commitment to excellence and to the mission, values and ethical standards of United Way Association of South Carolina.

Builds Relationships

Initiates, builds and continuously strengthens relationships with all customers, internal and external, by constantly seeking to understand and respond to customer needs; has demonstrated ability to build and maintain relationships with diverse groups with a focus on customer service excellence.

Acts and Thinks Strategically

Embraces UWASC's mission and vision in all endeavors; continuously monitors incremental and end results to document progress, adjust strategies, evaluate success, and set future goals; has developed crisis management skills; ability to work both independently and in groups, demonstrates good judgment and discretion.

Achieves Results

Demonstrates initiative; maintains a persistently focused effort; results-oriented with a commitment to continuous quality improvement; sets appropriate timeline goals and creates specific plans to meet them; has ability to manage time and activities to successfully implement project or task plans.

Communicates Effectively

Communicates in an open, candid and consistent manner; delivers information effectively in a variety of settings including one-on-one, team, and diverse group presentations or meetings. Delivers information effectively in a variety of formats including written, electronic, oral; small and large group.

Decisiveness

Exhibits the ability to take initiative in identifying problems, generating possible solutions, and reach a decision on the most effective strategy for a given situation. Good judgment is demonstrated under pressure; is able to make decisions in a timely and thoughtful manner, as well as take appropriate risks in order to achieve results; ability to work in a fast-paced environment with rapidly changing priorities.

Project Planning

Exhibits the ability to plan, organize, implement and evaluate the activities, goals, and objectives for a project; demonstrated ability to manage and prioritize multiple tasks and meet deadlines; mastery of time management and organization skills.

Leadership

Demonstrates strong ethical leadership to achieve high quality, sustainable results; contributes to the team experience by supporting and encouraging ownership of common goals and objectives. Exhibits and embraces core values of integrity and accountability in all actions, communication and decision-making.

Transportation:

- Must have a driver's license valid in the State of South Carolina and access to an automobile for use during work hours.

Physical Demand:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and see, talk or hear. The employee frequently is required to reach with hands and arms. The employee is frequently required to stand; walk; and occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds.

The above statements are intended to describe the general nature and level of work being performed by the individual in this position. They are not intended to be an exhaustive or exclusive list of all duties, responsibilities, and skills required of the position.

To apply, email a resume and cover letter to Emily Thompson, Director of Community Impact, emily@uwasc.org