



Commonwealth Corps Program Assistant

POSITION DESCRIPTION

Organization

The Massachusetts Service Alliance (MSA), established in 1991, is a private, nonprofit organization that serves as the state commission on community service. Its mission is to catalyze the innovation and growth of service and volunteerism by creating partnerships that maximize resources, expertise, capacity, and impact. Toward this end, MSA *invests* public and private funds in community-based organizations in a fair and equitable manner; *convenes* and mobilizes individuals, nonprofits, corporations and government entities to link strategies related to service and volunteerism; *builds capacity* of programs and agencies through training and technical assistance; and *advocates* for the development and promotion of public policies and private initiatives that incorporate service and volunteerism as effective strategies to address community needs.

The mission of the Commonwealth Corps is to engage Massachusetts residents of all ages and backgrounds in service to strengthen communities, address unmet community needs, and increase volunteerism. Commonwealth Corps members serve in stipended full- or part-time capacities for 10 ½ months with designated nonprofits and public entities as a part of a service internship that focuses both on their member development and on their community/organizational impact. For more information, visit www.mass-service.org.

Position Description Summary

The Commonwealth Corps Program Assistant is a full-time position that will provide overall administrative and programmatic support to the Commonwealth Corps program and report to the Commonwealth Corps Program Manager. This position is responsible for supporting the successful implementation of the program and assisting the Program Manager with the management of approximately 40 service members and 17 host site partners. Duties include administrative, programmatic, and communications support, as detailed below.

Specific Responsibilities

Administrative Support

- Process and track member and site files, timesheets, reimbursements, and reports.
- Scheduling, logistical arrangements, and follow up for member and site events.
- Serve as an additional point of contact for the program and respond to calls, emails, etc.
- Additional administrative duties, as assigned.

Programmatic Support

- Assist with development and implementation of trainings and events.
- Assist with the intake, entry, analysis, and reporting of data around program impact and member/site experiences.
- Assist with development and implementation of alumni programming.
- Assist with member and host site partner selection and support

Communications Support

- Manage content and layout for bi-monthly Commonwealth Corps newsletter and quarterly Alumni Newsletter, including writing and editing responsibilities.
- Maintain and assist with management of relevant social media platforms and websites.
- Solicit, intake, and share photos and videos from members, alumni, and sites.
- Develop and update collateral materials.
- Assist with outreach, as needed, around additional projects/events.

Qualifications

- Ability to balance and succeed with the demands of a busy, multi-faceted role
- At least 1-3 years of experience with program assistance and/or management
- Prior experience with year of service programming (such as Commonwealth Corps, AmeriCorps) strongly preferred
- Bachelors' degree strongly preferred
- Strong written and verbal communication skills
- Excellent attention to detail
- Strong organizational skills and a desire to work in a fast-paced environment
- Skilled in the use of Microsoft Office (Word, Excel, Publisher, PowerPoint)
- Preferred knowledge of Salesforce, Constant Contact, and photo/video editing
- Comfort with website and social media maintenance
- Strong interpersonal skills and experience partnering with diverse groups and individuals
- Preferred experience with public speaking, training delivery, and/or meeting facilitation
- Capacity to work independently and as part of a team
- Commitment to service and volunteerism with an interest in working with community-based nonprofit organizations and public entities
- Ability and willingness to travel occasionally within MA (approximately 1-3 times per month)

The Massachusetts Service Alliance is committed to hiring practices that support the values of a diverse workplace and reflect the makeup of the Massachusetts communities it serves. MSA does not discriminate on the basis of race, creed, color, national origin, sex, secular preference, sexual orientation, marital status, age, political affiliation or religion, in accordance with non-discrimination requirements of applicable statutes. MSA welcomes applications from people with disabilities and will make reasonable accommodations upon request.

To apply, send a resume and cover letter by email to:

Amy Mulvena, Commonwealth Corps Program Manager
amulvena@mass-service.org

Please be sure to include "Commonwealth Corps Program Assistant" in the subject heading.

Applications will be considered on a rolling basis, with priority to given to individuals who apply by September 1; all interested applicants are encouraged to apply as soon as possible.