



## **Program Officer** **(AmeriCorps State & National Programs)**

### POSITION DESCRIPTION

#### **About us:**

The Massachusetts Service Alliance (MSA) builds a stronger social fabric in our communities through service and volunteerism. We are committed to increasing the number of people engaged in meaningful volunteer opportunities across Massachusetts that are both fulfilling for the volunteers and that meet critical needs in our community. Our mission is to catalyze the innovation and growth of service and volunteerism by creating partnerships that maximize resources, expertise, capacity and impact and to invest public and private funds in community-based organizations in a fair and equitable manner.

Through our services we engage over 1,400 AmeriCorps and Commonwealth Corps members and thousands of volunteers annually, improving academic and social and emotional outcomes for 13,600 youth, maintaining over 400 acres of park and public lands and 92 miles of trails and rivers, and providing legal assistance to 4,475 low-income individuals.

We care passionately about our service and our employees.

#### **Job Description Summary**

The Program Officer is a member of the program team and is jointly responsible for coordinating the selection, support, and evaluation of MSA-funded service programs; reporting on progress to primary stakeholders; and managing budgets of and fund transfers to grantees. Additionally, the Program Officer is responsible for promoting an ethic of service across the Commonwealth through outreach efforts and by acting as a liaison between MSA and other organizations that are a part of the service and volunteer network. The Program Officer reports to the Senior Program Officer.

**What you'll do:**

- You will manage a portfolio of grantees as a member of the program team, including but not limited to AmeriCorps.
- You will ensure high-quality program and fiscal/grants management practices by collaborating with the program and finance teams to identify needs and provide responsive training and technical assistance, which may be provided during grantee meetings and orientations, via phone, or on-site as requested.
- In collaboration with the finance team, you will oversee grantee contracting, budget negotiations, reimbursement requests, fiscal reporting, and grant closeouts.
- You will monitor grantee progress through site visits, progress reports, phone consultation, and other means.
- You will recommend corrective action for programs found to be out of compliance with state, federal, or Massachusetts Service Alliance regulations and requirements.
- You will participate in the grant selection process, including providing technical assistance to applicants, recruiting and training reviewers, participating in the review process, conducting pre-award assessments, and conducting appropriate follow up activities.
- You will assist with reporting to stakeholders such as the Corporation for National and Community Service, the Governor's Office, and the state legislature.
- You will identify opportunities to develop new initiatives and collaborations to support the field of service and volunteerism.
- You will serve as a liaison to groups and associations as the need arises.
- You will collaborate with MSA staff and partners to conduct public relations campaigns that promote service across the Commonwealth.

**What we are looking for:**

- Bachelor's degree.
- Strong demonstrated commitment to and knowledge of service and volunteerism, AmeriCorps grant management experience strongly preferred.
- Three to five years of experience in direct service, program management or development, and/or grants management.
- Experience working with community-based nonprofit organizations.

- Demonstrated ability to build strong, productive relationships with diverse individuals and organizations to achieve common goals.
- Capacity to work independently, as part of a team, and collaboratively with a broad range of individuals and organizations.
- Proven ability to initiate problem solving and remain flexible.
- Strong written and verbal communication skills.
- Prior experience working with Salesforce preferred.
- Strong organizational skills and a desire to work in a fast-paced environment dedicated to community service.
- Ability and willingness to travel independently within Massachusetts; driver's license required.

*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 cover letter and resume to [jobs@mass-service.org](mailto:jobs@mass-service.org). Please include "Program Officer" in the subject heading.**

Applications will be considered on a rolling basis with **priority given to those received by Friday, December 8, 2017**. All interested applicants are encouraged to apply as soon as possible.

For more information about the Massachusetts Service Alliance, please visit [www.mass-service.org](http://www.mass-service.org).