

United Way of Southeast Alaska Program Director; AmeriCorps Program

Location: Juneau, AK

Salary: \$55,000- \$60,000

Duration: Full time, permanent

Start: July 15, 2022

Application Deadline: Open until filled. Interviews will be scheduled as applications are received.

Organization Background: United Way of Southeast Alaska is a 501c3 organization, focusing on Education, Financial Stability, and Health Impact areas as they affect the community members of Southeast Alaska. Our operation area stretches from Yakutat, AK to Ketchikan, AK, though this position will be located in Juneau Alaska. We have 35 nonprofit Partner Agencies and collaborate with many more agencies in the public and private sectors to generate revenue to be used towards advancing the mission not only of United Way but also of those Partner Agencies.

Position Overview: We are seeking a dynamic, service-oriented professional who will lead our Program. In its sixth year, the Program will consist of a cohort of 10 AmeriCorps members placed at service sites within the Juneau community. The Program Director is responsible for the recruitment and retention of these members, working proactively with previously identified Host Site Supervisors to strengthen and maintain professional relationships. The Program Director will act as a supervisor and mentor to the 10 AmeriCorps members and oversee all operational aspects of the program

Duties include but are not limited to:

- Oversee all aspects of AmeriCorps Program including Recruitment, Interviewing and Enrollment, Orientation, Training, Evaluation, and Exiting of AmeriCorps Members.
- Act as the primary point of contact for the AmeriCorps Program within United Way of Southeast Alaska
- Manage data collection, program records, generate and file reports
- Ensure Program Compliance as identified by AmeriCorps/SERVE Alaska
- Engage in grant reporting and grant renewal process
- Cultivate additional, future AmeriCorps Host Site placements
- Coordinate criminal background checks
- Develop and maintain working relationships with key stakeholders

Key Skills and Abilities: Effective listening and strong oral and written communication skills. Public speaking and training facilitation skills. The ability to work independently, familiarity with general office equipment and programs. Social media skills to promote AmeriCorps. with general office equipment and programs

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Qualifications: The ideal candidate is independently motivated, with a high degree of accountability, and detail-oriented. The Program Director will work closely with existing staff in the beginning but will also be expected to transition towards sole ownership of the day-to-day operations of the overall program.

Required: Experience in mentoring young adults. Supervising staff, and/or volunteers. An ability to multi-task and take ownership of a project, a strong commitment to service, Ability to exercise discretion, confidentiality, and independent judgment.

Strongly Preferred: Experience managing an AmeriCorps Program AND/OR as an AmeriCorps Alumni. Familiarity with eGrants, grant writing, and reporting is a plus.

Preferred: BA or BS degree, experience in non-profit management, volunteer management, or another supervisory role, public relations, communications, data collection, and/or relationship cultivation.

Background Check: Applicant must pass an NSCHC/ background check

NOTE:

The UWSEAK's written job descriptions are descriptive only and are not meant to itemize all the needed attributes, skills, or duties associated with a given position. Everyone who works at UWSEAK is responsible for mission excellence, stakeholder satisfaction, and productive teamwork and is counted on and encouraged to make continual improvements toward those ends.

I have read and understood the above job description. I understand that this job description is not meant to itemize all the needed attributes, skills, or duties associated with my position, and further understand that my tasks and responsibilities may be added to or changed at the discretion of the President, with the approval of the Board of Directors.

Signature of Employee

Date