

# Alabama Governor's Office of Volunteer Services

Alabama State Service Commission

## Program Officer

**Position Type:** Full-Time, Appointed

**Location:** Montgomery, Alabama

**Schedule:** 8:00 am to 5:00 pm

**Pay Range:** \$45,000 – \$51,500

**Reports To:** Sr. AmeriCorps Program Officer

**Application:** Resume, Cover Letter, Questionnaire

This is a full-time appointed position with the State of Alabama in the Governor's Office of Volunteer Services (GOVS). This non-merit position is in Montgomery, AL and serves at the pleasure of the Governor. This position is grant funded and continued employment is contingent upon available funding. The position offers a competitive salary and state benefits including health insurance, retirement, and annual and sick leave.

THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER. AmeriCorps Alums and individuals with national service experience are strongly encouraged to apply.

### GOVERNOR'S OFFICE OF VOLUNTEER SERVICES MISSION

The Governor's Office of Volunteer Services is the Alabama State Service Commission, and our mission is to increase an ethic of service and volunteerism in the State of Alabama, strengthen the capacity of Alabama's faith and community-based organizations, and promote collaboration among individuals and organizations striving to meet some of the greatest needs in our state. This includes developing and supporting a network of AmeriCorps programs to expand their capacity to meet the state's greatest needs.

### POSITION DESCRIPTION: PROGRAM OFFICER

GOVS is seeking a highly self-motivated, resourceful, and organized self-starter who works well in a team environment. Must be solutions-oriented, have excellent communication (both written and verbal) skills, proficient with Office 365 applications, and enjoy the challenges of a growing and evolving service-oriented organization and working with various organizations, including faith-based and grassroots community organizations. This position is responsible for providing training and technical assistance, compliance monitoring, and reporting for a portfolio of AmeriCorps programs and other National Service subgrantees and constituents.

### PRIMARY RESPONSIBILITIES

#### Grant Management

- Manages a portfolio of assigned AmeriCorps subgrantees and planning grant subgrantees.
- Conducts grant monitoring and program quality assurance activities, including program readiness support, check-in calls, site visits, progress report reviews, etc.
- Maintains grant oversight, ensuring timely, accurate, and completes submission of reporting requirements.
- Works with team to identify non-compliance issues and may develop recommendations to management on steps to resolve non-compliance; develops and monitors corrective action plans for organizations in assigned portfolio. Keeps supervisor informed of significant developments and immediately alerts management of any possible signs of fraud or mismanagement of funds.
- Participates in AmeriCorps grant application review process for new or current subgrantees.

#### Program Management and Compliance

- Oversees and manages the programmatic, technical, and administrative components of grants management or program development throughout the grant life cycle.
- Plans, leads, and conducts program monitoring activities and site visits to ensure consistency with grant terms and conditions, timelines, budgets, and performance measures. Prepares monitoring reports on grant activities, findings, and results, and works with subgrantees to resolve findings and disallow costs.
- Reviews and recommends amendments or other revisions to the agreed-upon grant deliverables, timelines, budgets, or other grant requirements for organizations in assigned portfolio.

- Assists in creating annual monitoring plan for programs based on risk assessment.

#### Training and Technical Assistance

- Provides technical assistance and program development guidance to current or potential subgrantees, ensuring all aspects are carried out in compliance with state and federal program policies and guidelines.
- Assists with developing in-person and webinar training resources; and presents and facilitates training at conferences, webinars, and meetings.
- Facilitates trainings, meetings, check-in calls, and other events with subgrantees as needed.
- Serves on teams and workgroups tasked with developing or revising guidelines, policies, and processes.

#### Other Duties

- Supports the development of new partnerships.
- Represents the office at meetings/trainings/conferences and promotes existing and new programs.
- This position may supervise a field-based AmeriCorps recruiter, intern, fellow, or other junior staff.
- May perform other duties as assigned consistent with the position's duties and responsibilities.

#### **MINIMUM QUALIFICATIONS**

- 2 to 5 years of relevant or transferable work experience; 3 to 4 years of relevant work experience preferred.
- Graduation from an accredited college or university with major coursework in a relevant field, such as public administration, political science, business, public policy, social work, or (in special cases equivalent work experience may be substituted).
- Peace Corps, AmeriCorps, or other national service experience preferred, but not required.
- Experience working with nonprofit, or government organizations is preferred.
- Must be able to thrive in a work environment working toward significant growth, development, and change.
- Ability and willingness to work flexible hours and travel independently within Alabama and occasionally out of state. Driver's license required.
- Ability to develop and maintain a high-level of professional coaching, monitoring, and collaborative relationships, and commitment to teamwork.
- Ability to prioritize, problem-solve, and get things done calmly in a fast-moving environment.
- Computer competency, including Office 365 programs (SharePoint, Outlook, Teams, Word, Excel), social media platforms, online training platforms.

#### **DESIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Excellent customer service, time management, and organizational skills.
- Knowledge of best practices in federal grants management.
- High standard for good grammar, punctuation, spelling, proofreading, and attention to detail, and overall professional image. Excellent written and verbal communication.
- Ability to develop training materials and provide training/coaching related to grant requirements.
- Ability to research, interpret, apply, and communicate complex regulations, policies, and procedures.
- Ability to exercise sound judgment in making critical decisions; analyze complex information and develop plans to address identified issues; and effectively demonstrate negotiation and facilitation skills.
- Thorough knowledge of principles, practices, and techniques related to designing effective engagement strategies, communication, collaborative decision making, consensus building, and meeting facilitation.
- Capacity to work independently, in a team, and collaboratively with a broad range of individuals and organizations.

**To apply, send cover letter, resume, and completed Program Officer Supplemental Questionnaire to [Info.AmeriCorps@ServeAlabama.gov](mailto:Info.AmeriCorps@ServeAlabama.gov). Please include "Outreach and Training Coordinator" in subject line.**

**Closing Date: Open until filled. Interviews will begin immediately.**

For more information about our office, please visit [www.ServeAlabama.gov](http://www.ServeAlabama.gov).