



Program Officer

Position Title:	Program Officer
Type of Position:	Full-time/Appointed (not State Merit System)
Salary:	\$37,500 (with State benefits)
Location:	Montgomery, Alabama

Minimum Qualifications: Bachelor's Degree with major coursework in relevant field preferred but not required. Work experience or national service may substitute for education. Candidate must have a valid driver's license. High school diploma or GED required. Prior National Service experience is preferred but not required

Description

The Program Officer supports the development and implementation of Serve Alabama's grant portfolio in the area of service and volunteerism. The Program Officer is primarily responsible for an assigned portfolio of AmeriCorps State Programs. The Program Officer works to ensure quality program development, program performance management, and compliance with federal regulations and policies.

Ideal candidate is self-directed, organized, professional, comfortable in new situations, flexible, and has good verbal and written communication skills. Candidate must be proficient with Microsoft WORD, Outlook, Excel, and Publisher. The position requires extensive in-state travel with occasional overnight travel. Out-of-state travel is limited.

Responsibilities

- Serve as liaison and primary point of contact for an assigned portfolio of AmeriCorps State programs
- Monitor portfolio for performance and compliance utilizing a standardized risk based monitoring system. Monitoring methods may include: on site-visits reviews and desk based monitoring to ensure program quality and compliance.
- Maintain a good line of communication and proactively provide written and verbal feedback to programs within the assigned portfolio ensuring they are receiving information from the federal funder and Serve Alabama in a timely manner
- Ability to coach programs and/or other grantees particularly related to program design and compliance issues
- Has general knowledge of the development and tracking of performance measures in program design

- Maintain expert knowledge of Federal grant statutes, regulations, and policies pertaining to the AmeriCorps program
- Review, verify, analyze, and document program performance, progress and impact via regular progress reports from programs
- Conduct monthly reviews of program's financial reimbursement requests prior to submission to Accounting to ensure proper expenditure of all federal and matching dollars related to the programs approved budget.
- Assist Senior Program Officer with annual AmeriCorps grant process including the applicant outreach, application review, grant revisions, negotiations, and the annual grant award process
- Assist Senior Program Officer with all aspects of training events including: logistics, agenda development, contract and budget management, and delivery of training
- Assist with the development of recruitment and communications strategies that promote state and national community service projects
- Assist with implementation of the State Service Plan
- Assist with National Days of Service including but not limited to: Martin Luther King, Jr. Day of Service, AmeriCorps Week, and the 9/11 National Day of Service of Remembrance
- Work closely with other members of the Serve Alabama team including the Senior Director of Disaster Preparedness, Response, and Training and the Communications Specialist to ensure the AmeriCorps programs and other national service partners are connected to preparedness and response activities in Alabama

Please submit in writing no later than ~~October 31, 2014~~ November 15, 2014 the following:

- Letter
 - Your interest in the position
 - Any experience with federal grants management and/or AmeriCorps
- Resume/Curriculum Vitae
- 3 references (name, title, phone, and email)

Can be submitted via mail (no fax please):

Serve Alabama
 Attn: Jon Mason, Director
 Governor's Office of Faith-Based and Volunteer Service
 8 Commerce Street, Suite 1000
 Montgomery, AL 36104

Or E-Mail: Info@ServeAlabama.gov (subject line: Serve Alabama Program Officer)

Please submit any questions to:

Info@servealabama.gov

Subject Line: Program Officer Questions Attn: Lisa Castaldo

Thank you for your interest. For more information on Serve Alabama visit:
www.ServeAlabama.gov