

## **READ USA AMERICORPS PROGRAM ASSOCIATE JOB DESCRIPTION**

The AmeriCorps Program Associate (APA) will work in close partnership with the Chief Programs Officer (CPO) to ensure the overall success of the READ USA AmeriCorps programs. Reporting to the CPO, the APA will be responsible for administering and leading the READ USA AmeriCorps VISTA and AmeriCorps State and National programs. Specifically, the position will develop and supervise AmeriCorps Members and act as a liaison between READ USA, its AmeriCorps host sites, and AmeriCorps funders.

### **Responsibilities**

#### ***Program Operational Management and Leadership:***

- Maintain host site relations.
- Ensure proper enrollment and orientation for all members.
- Provide day-to-day supervision and support to all members.
- Facilitate regular AmeriCorps training for host sites, AmeriCorps members, and READ USA staff.
- Develop and maintain, with other READ USA staff, AmeriCorps member assignments and volunteer activity descriptions.
- Provide timely and regular programmatic and grant reporting to AmeriCorps, Volunteer Florida, and other agencies.
- Serve as the liaison and primary point of contact for READ USA with AmeriCorps funders.
- Assist READ USA staff with grant applications, amendments, and renewals for all AmeriCorps programs.
- Support these and other READ USA needs as directed by the CPO.

### **Key Performance Indicators**

- 100% of AmeriCorps members fully onboarded prior to their start date.
- 94% of AmeriCorps members who successfully complete their term of service.
- 100% of AmeriCorps members exited within 30 days of the last day of service.
- AmeriCorps program meets all performance measures listed in eGrants.

### **Qualifications**

This is an extraordinary opportunity for an individual with AmeriCorps program implementation experience and a commitment to the READ USA mission.

Specific requirements include:

- Strong project management skills managing complex, multifaceted projects resulting in measurable successes and program growth.

- Strength in communicating with, training and empowering tutors to successfully complete and utilize workforce development training and components.
- Excellent verbal and written communication skills with exceptional attention to details
- Personal qualities of integrity, credibility, positivity, and a commitment to and passion for READ USA mission.
- Personal and reliable transportation to travel to and from the main office and to, from, and between the school sites at which the program is implemented
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant digital recordkeeping tools
- Preferred:
  - BA/BS
  - 2 years of experience in related program activities and/or nonprofit work
  - Demonstrated success in managing personnel (e.g., teens, paras, volunteers)

**Salary Range**

Competitive salary.

This position is in-person at the READ USA, Inc. offices and at various sites where programming or other related business occurs. This position requires some evening and weekend work.