



Greetings!

Thank you for your interest in the AmeriCorps Grants Manager position with Jesuit Volunteer Corps (JVC) Northwest. We are happy you are considering employment with us. Enclosed please find a position description for the role. Hiring personnel will be reviewing applications on a rolling basis until a successful candidate is found.

The JVC Northwest office is based in Milwaukie, Oregon, and the AmeriCorps Grants Manager position can be based remotely from anywhere in the United States. As an Equal Opportunity Employer, JVC Northwest encourages applicants of every race, ethnicity, origin, age, religion, ability, sexual orientation, gender expression, economic status, and veteran status. JVC Northwest's benefits for this position include excellent healthcare benefits, paid vacation days, paid holidays, paid sick time, and an employer-sponsored 401K retirement plan after three months' employment. All positions are at-will.

To apply, please send the information listed below electronically to [info@jvcnorthwest.org](mailto:info@jvcnorthwest.org) as attachments titled with your last name and AmeriCorps Grants Manager in the subject line.

Please include:

1. Cover letter addressing the requirements and qualifications in the position description.
2. Your complete resume.
3. The names, phone numbers, and email addresses of three professional references.
4. List of questions you may want to ask about this job at an interview.

We anticipate the AmeriCorps Grants Manager will start in late September/early October.

Sincerely,

Sarah Jones (she/they)  
Director of the JV Program  
JVC Northwest



## **JESUIT VOLUNTEER CORPS NORTHWEST POSITION DESCRIPTION**

<b>Job Title:</b>	<b>AmeriCorps Grants Manager</b>
<b>Status:</b>	<b>Full time, exempt, at-will employee, AmeriCorps</b>
<b>Reports to:</b>	<b>Director of JV Program</b>
<b>Start Date:</b>	<b>Late September to early-October or as soon as possible</b>
<b>Compensation:</b>	<b>\$52,000 - \$58,000 depending on experience and geographic location</b>

### **About JVC Northwest**

Jesuit Volunteer Corps (JVC) Northwest responds to local community needs in the Northwest by recruiting, placing, and supporting volunteers who provide value-centered service grounded in the Jesuit Catholic tradition. Honoring the Divine in all things, we envision the Northwest as a sustainable region where all live in dignity, are treated justly and equitably, and actively contribute to their own empowerment and positive change in their communities.

JVC Northwest is committed to equity, inclusion, and justice. We strive to be an equitable space for diverse identities including, but not limited to, race, sexual orientation and gender identity, ability/disability, religious beliefs, nationality, age, and economic status.

### **Position Summary**

The AmeriCorps Grants Manager (AGM) is responsible for all aspects of management of JVC Northwest's AmeriCorps grants. This includes ensuring the integrity of JVC Northwest's partnership with AmeriCorps through development of program policies and documentation procedures; training of program staff, Jesuit Volunteer (JV) AmeriCorps members, and supervisors at partner agencies where JV AmeriCorps members serve; maintenance of complete files that meet regulatory requirements; tracking of performance measure data and support of program evaluation; completion of all AmeriCorps reports and management of data in eGrants; and drafting of federal grant applications. The position is full-time.

### **Duties and Responsibilities**

#### **1. Grant Management, Application, Performance Reporting, and Evaluation**

- a. Monitor notices of funding opportunity (NOFOs); brief management team on NOFOs for which JVC Northwest's programming is well-aligned for assessment and application(s) as relevant.
- b. Direct the implementation and completion of the National Criminal History Check (NSCHC) annually as directed by AmeriCorps best practices and grant requirements.
- c. Prepare and implement member enrollment at start of the service term as well as ensure timely completion of member exit at the conclusion of the service term.
- d. Develop and maintain performance measure tracking tools and materials as needed.
- e. Ensure timely submissions of member performance measure data.

- f. Submit annual Grantee Progress Reports to AmeriCorps.
- g. Liaise with external evaluators.
- h. Coordinate activities related to meeting AmeriCorps evaluation requirements.
- i. Maintain System of Award Management (SAM) account.
- j. Review and update policies and procedures to include most up-to-date terms as outlined by the Serve America Act, the Code of Federal Regulations, Certifications and Assurances, Notice of Grant Awards, JVC Northwest grant proposals/budgets, the NOFOs and AmeriCorps Provisions/Terms and Conditions.

## **2. Program Integration**

- a. Collaborate with staff to ensure AmeriCorps compliance while supporting JVC Northwest mission and consistency of policies and procedures across JV AmeriCorps Program.
- b. Develop, maintain, and deliver training to JVC Northwest staff on program policies and AmeriCorps regulations.
- c. Serve as a member of the JV Program team and lead integration of AmeriCorps policies, benefits, opportunities, and requirements into annual training, applications, handbooks, contracts, and communications for Partner Agencies and JV AmeriCorps members.
- d. Manage and direct Assistants to ensure JV AmeriCorps member criminal history checks, enrollments, and exits are completed, and member files are maintained according to AmeriCorps guidance and standards.
- e. As part of Agency Selection, collaborate with other JV Program staff to determine which placements are designated AmeriCorps placements; identify service impact areas; and participate in position description review for alignment with funding goals and outcomes.

## **3. Train and Monitor Partner Agencies/Service Sites**

- a. Support Recruitment of Partner Agencies that align with JVC Northwest AmeriCorps grants funding goals and outcomes.
- b. Coordinate a mandatory Supervisor Orientation in collaboration with Program for partner agency supervisors and other involved partner agency staff
- c. Collaborate with the Consortium of Partner Agencies and JVC Northwest staff to ensure grants compliance throughout the year, including maintaining a trained and contracted supervisor for JV AmeriCorps members; completion of initial, midterm, and term-end assessments of JV AmeriCorps member performance; provision of weekly supervision and monthly timecard approvals and participation in performance measures.
- d. Support Program Coordinators in monitoring sites where JV AmeriCorps members serve; assist with follow up on site issues throughout the year as a member of the JV Program Team.

## **4. Train AmeriCorps Members and Monitor JV AmeriCorps Member Activities**

- a. Create and maintain up to date AmeriCorps program specific materials (e.g. AmeriCorps FAQ, pre-interview webinar, etc.) for the Recruitment, Selection and Placement of AmeriCorps members. Support Recruitment and Engagement Team (R&E) in updating AmeriCorps program-specific website materials.

- b. Along with all staff, develop and coordinate session for annual Orientation and Training for JV AmeriCorps members which includes AmeriCorps Basics, performance measures, timesheets, reporting requirements, allowable and prohibited activities, Member Assistance Program, etc.

## **5. Relationship to AmeriCorps and State Commissions**

- a. Liaise with AmeriCorps Portfolio Manager and other AmeriCorps staff.
- b. Liaise and complete consultation process with AmeriCorps state commissions.
- c. Attend monthly AmeriCorps National Direct update calls and other calls and webinars as applicable.
- d. Attend quarterly Oregon Commission meetings and regional events and Program Directors calls, as relevant.
- e. Keep JVC Northwest program staff informed of state AmeriCorps activities.
- f. Oversee all filing of reports necessary to AmeriCorps and commissions.
- g. Attend national and regional nationals service program trainings.

## **6. Advance diversity, equity, and inclusion efforts within the organization**

- a. Liaise with AmeriCorps on diversity, equity, and inclusion efforts.
- b. Pursue organization's involvement in AmeriCorps sponsored diversity, equity, and inclusion efforts.
- c. Report JVC Northwest and JV AmeriCorps diversity, equity, and inclusion efforts to AmeriCorps when appropriate.

## **7. Perform other duties as assigned**

- a. Participate in staff committee work as directed.

### **Skills and Experience:**

Studies have shown that women, trans, non-binary, BIPOC, and other candidates from most-impacted communities are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description. We are committed to building a diverse and inclusive organization, and we are most interested in finding the best candidate for the job. We recognize that there are many different paths, experiences, and less traditional backgrounds that add value to one's work, and strongly encourage you to apply even if you don't believe you meet every one of the qualifications described.

The AmeriCorps Grants Manager demonstrates the following:

- Undergraduate degree.
- Ability to impart the spirit of JVC Northwest and our commitment to living the values of community, simple living, social and ecological justice, and spirituality/reflection.
- Desire to work as a collaborative team member and direct independent work.
- Experience in leading a team of colleagues through program integration, training, problem solving, and grant compliance.
- Strong organizational, oral and written communication skills.
- Ability to meet the public, exercise independent judgment, work with many details, and communicate effectively with diverse peoples.
- Experience with Microsoft Office 365/Microsoft Teams for team collaboration, file management, and communication; Experience with eGrants, OnCorps, Knack or other data management software preferred.
- Experience in communications, business Administration or government programs, particularly with federal grants management.

This position is subject to criminal history checks. This position does not have recurring access to vulnerable populations.

The AmeriCorps Grants Manager will be evaluated based upon performance of the tasks listed in this position description. JVC Northwest has the right to revise this job description at any time. The job description is not a contract for employment.

### **Work Environment/Conditions**

- 95% of work completed in office or home office environment. Work from home or in JVC Northwest office, as agreed upon by AmeriCorps Grants Manager, Supervisor, and Executive Director
- 5% of work involves out of office travel:
  - One week (7 days) Orientation for JV/AmeriCorps members outside of Portland, OR
  - Attendance at work related events;
  - Optional travel to support program team on retreats in AK, ID, MT, OR and WA;
  - AmeriCorps Symposium (Fall) and Regional Conference (Spring)
- Participation in staff community, including prayer/reflection, staff meetings, department meetings, and staff days.
- Weekend and evening work is required occasionally.
- Vacation time restricted during the second half of July and the first half of August.
- Staff days and trainings at or near the organization's Milwaukie, Oregon office (or attend virtually) 1-2 times per year. Staff are expected to attend all Staff Days; absence must be approved by Director of JV Program and/or Executive Director.

### **Physical Demands**

- Must be able to be seated at a desk, using computer and phone throughout the workday.
- Must be able to lift 25-50 pounds for short periods 1-2 times a month.