



NACA Inspired Schools Network

Job Description: AmeriCorps Program Manager

About NACA Inspired Schools Network

NACA Inspired Schools Network (NISN) is dedicated to training leaders through a fellowship program to open schools of excellence and relevance in Native American communities. Based on a community-driven school development model, NISN seeks to open or re-start schools that build on community strengths and resources while advancing student readiness for college, career, and life while promoting holistic health, wellness, and connection to culture.

NISN seeks talented individuals from all backgrounds to apply for roles. We are especially interested in individuals who are self-starting, deeply believe in engaging communities, and truly want to see transformation in rural Native communities. Our people want to work on a diverse, high-energy, and do-whatever-it-takes team that is committed to social entrepreneurship in rural communities.

Position: NISN AmeriCorps Program Manager

Full Time Position

Salary: Based upon experience. Benefits include medical, dental, vision, and life insurance, paid time off, and retirement.

Closing Date: Open until filled.

Preferred Start Date: January 1, 2017

Purpose: Ensure the success of the NISN AmeriCorps Program to create and deliver enriched educational experiences that build on community-defined needs and strengths for Native American students in New Mexico.

Overview: The AmeriCorps Program Manager develops, implements, coordinates and evaluates the NISN AmeriCorps Program, and is a member of the NISN leadership team. Duties include coaching site supervisors at multiple sites to ensure that each school site runs effectively, that AmeriCorps Members are well-supported and The Corporation for National and Community Service (CNCS) expectations are met. The successful candidate will have high alignment to the NISN core values of Culture, Community/Service, Perseverance, Responsibility, Respect, and Reflection.

Primary Responsibilities:

- Program management
 - Support Site Supervisor at each school in building high performing, effective systems and policies specific to the AmeriCorps grant.
 - Maintain AmeriCorps program manuals and handbooks.
 - Develop procedures to effectively implement the program.
 - Maintain official program records.
 - Attend AmeriCorps and other conferences
- Grant management
 - Draft, review and submit AmeriCorps applications
 - Collect, compile and report all performance measure outcomes.
 - Develop and submit Grantee Progress Reports to New Mexico Commission for Community Volunteerism (NMCCV).
 - Communicate with NMCCV program and grants staff as requested.
 - Oversight of financial expenditures and grant spending pace
- Site management
 - Meet with Site Supervisors on a monthly basis to ensure program goals are being met.
 - Develop and maintain files for all Site Agreements.
 - Collect all site paperwork, including Member files, Performance Measurement data, time records and activity logs.
- Training
 - Develop and conduct Site Supervisor orientations.
 - Develop and implement all monthly Site Supervisor trainings.
 - Develop training programs and implement all details for Member Pre-Service Orientations.
 - Develop and implement all monthly member trainings.

Candidate requirements:

- Works as part of a team and must be highly collaborative and responsive
- Holds strong alignment with NISN core values as a professional at the center of the work (Culture, Community/Service, Perseverance, Responsibility, Respect, Reflection)
- Thinks systemically in terms of efficiency and effectiveness
- Accepts responsibility and is self-motivated and solutions-oriented
- Possesses strong skills in planning and facilitation learning experiences for others
- Has experience in organization, development, and communication
- Displays exemplary detail orientation, multi-tasking and time management skills
- Demonstrates consistent follow up and follow through without error
- Is committed to the philosophy and vision of NISN
- Has experience presenting information to others to convey information and teaching others so they understand
- Proficiency in Microsoft Office programs and internet research

Required education and experience:

- Bachelor's degree (Master's degree preferred)
- At least three years of experience in program management, preferably in an education setting. Experience in federal grant management a plus.

Training will be provided to orient the new employee to the mission and goals of the NISN. The candidate will need to demonstrate a high level of initiative. This role will require limited travel (reimbursed for associated costs or provided by NISN), with the majority of the work being performed at NISN's campus in Albuquerque, NM. NISN serves several locations across New Mexico, and is growing to include schools and training programs in Oklahoma, South Dakota, and Arizona. There will be potential schedule aberrations to meet the needs of the fellows that periodically require working weekends and/or evenings.

Apply by submitting your resume, cover letter, and three references to Executive Director Kara Bobroff at kbobroff@nacaschool.org. Please contact Kara if you have further questions regarding the position.