



VISTA Programs Position Description

Title: Eastern Team Regional Program Coordinator
Reports to: Executive Director –VISTA Programs
Status: Full time, Exempt

Date: June 1, 2015
Salary Group: 3
Location: Beckley, WV

Summary:

Manage and oversee all programs and operations of the region through a coordinated and collaborative structure. The main focus of the Regional Program Coordinator is to create and maintain highly effective operational programming. The Regional Program Coordinator is responsible for program management and development of the Appalachian Coal Country Team, a partnership with the Office of Surface Mining (OSM), and Department of Interior (DOI) Volunteers in Service to America (VISTA) Programs. The Coordinator will oversee the success of the DOI/OSM/VISTA Team through site recruitment, VISTA placement, site supervisor support, detailed reporting and other program initiatives. The Coordinator will supervise DOI/OSM/VISTA Leaders and will work very closely and receive direction from the Executive Director and DOI/OSM Project Office.

Essential Accountabilities and Functions:

Team and Partnership Development

- Develop strategic partnerships with potential sites to host VISTAs
- Help with VISTA Assignment Description development and review
- Develop and maintain partnership with funders and grant makers
- Coordinate and manage special team initiatives
- Manage reporting and outreach with funders and partners
- Write yearly re-applications to West Virginia AmeriCorps VISTA State Office
- Represent the Team at national, regional, and statewide conferences and make presentations about the Team and its successes

Member and Partner Support

- Organize and implement bi-yearly training and orientation for DOI/OSM/VISTAs
- Coordinate and conduct new supervisor orientations and monthly supervisor calls
- Review renewal information from existing sites
- Oversee DOI/OSM/VISTA recruiting and intake process
- Oversee and promote successful support of the team as DOI/OSM/VISTAs by DOI/OSM/VISTA Leaders
- Resolve any site member/supervisor conflicts, facilitate resolution of any grievances

Coordinate Team Marketing and Outreach

- Assist with team marketing, outreach and regular reporting
- Assist with specific reporting initiatives
- Promote team accomplishments to funders, partners, AmeriCorps state office and CNCS



- Nominate the team for recognition and awards
- Promote the team via media, community outreach and events
- Ensure maintenance of ACCT website and manage ACCT apparel
- Collect and share success stories from team and alumni

Supervision

- Supervise and manage DOI/OSM/VISTA Leaders
- Delegate responsibilities as applicable to insure even workload and work with staff on necessary administrative details

Budget Management

- Manage budget for the ACCT by working with the Executive Director and other staff
- Assist with invoicing for DOI/OSM/VISTAs and track site payments

Administration

- Ensure good communication between Regional Support Offices
- Ensure overall administrative systems and processes are working for all aspects of program
- Maintain systems for overall management and accountability of budget, DOI/OSM/VISTAs and sites
- Serve as contact with VISTA State Office for any programmatic updates and compliance issues

Regional and Organizational Support

- Maintain productive relationships and interface significantly with the other Conservation Legacy and Support Office staff to provide assistance and communication regarding administrative details, program items and potentially identify areas of mutual benefit.

Qualifications:

- Minimum of 2 years leadership experience in non-profit organization or similar environment.
- Flexibility, adaptability and capacity to work in a fluid, changing work environment.
- The ability to communicate effectively with all staff in the organization and to understand financial needs as they arise.
- Excellent communication skills including both written and oral
- Bachelor's Degree or higher preferred
- Valid driver's license, insurable driving record and acceptable background check
- Proficient in Microsoft Office Suite applications and ability to manage information in an organizational database.

Physical Requirements:

To successfully perform essential functions the Clerk is required to sit, stand, walk, speak and hear. The Clerk may be required to climb, balance, stoop, kneel, crouch or crawl on an infrequent basis. He/she must be able to operate office equipment, telephone, and computer and reach with hands and arms. The ability to drive a Conservation Legacy vehicle is also required. Reasonable accommodations may be made for qualified individuals with disabilities to perform the essential functions.

To Apply:

Please send a letter of interest, resume and short writing sample by April 24, 2014 to: April Trent, Executive Director hireme@coalcountryteam.org