



## Overview

The Public & School Partnership's AmeriCorps VISTA program is recruiting a new Program Director (Project Coordinator III) to oversee, plan, and coordinate all day-to-day fiscal, administrative, and operational activities of the program. We are based at the Institute for Disability Research, Policy & Practice at Utah State University in Cache County, Utah! The Project Director will oversee a team of 2-3 office staff (hourly, benefited, and AmeriCorps member), up to 15 AmeriCorps VISTA members, and at least 25 community, university, and school-based partnerships.

In addition to our AmeriCorps VISTA program, PSP will begin an additional AmeriCorps State-funded planning grant project on August 1, 2024, to expand a tutoring and mentoring program for refugee youth in the community. This project builds upon the work that Athletics United has done to create and deliver a refugee tutoring program over the past few years. The Program Director will work closely with the Executive Director of Athletics United, the Cache Refugee and Immigrant Connection, and local schools and school districts. It is anticipated that this planning grant project will be funded as an AmeriCorps State program in future years with 10-25 AmeriCorps State members who provide direct tutoring services to refugee youth.

## Responsibilities

- Designs, manages and implements all aspects of the organization, including the organization's one-year AmeriCorps VISTA program and the Summer Associate program
- Serves as a principal liaison between organization and department staff, other departments, VISTA members, VISTA site partners, and other external partners; oversees and engages in the development of new placement and funding partnerships
- Facilitates and oversees training conferences, meetings, service projects, recognition events, and other events of the organization.
- Coordinates and oversees activities of staff, consultants, volunteers, and partners engaged in implementation and administration of program objectives.
- Prepares and submits AmeriCorps VISTA grant proposals and reports; oversees and adapts organizational purchases and revenues to current budget standing; prepares, submits, and documents invoices for payment
- Identifies and coordinates professional training for full-time and hourly staff members
- Assesses and communicates organization staff and VISTA member performance; oversees disciplinary action, as needed
- Oversees development of and serves as editor of promotional materials, educational materials, training materials, PSP's monthly newsletter, and/or brochures, etc.
- Collects and analyzes data; prepares and submits federal and department-requested data reports; prepares and publishes year-end report for stakeholders
- Oversees and/or carries out various clerical and administrative support tasks, including hiring, purchasing, and development and editing of organization handbook, reports, and other publications.

## Minimum Qualifications

- Six years of experience;
- Or a bachelor's degree in a related field plus two years of experience;
- Or a master's degree in a related field;
- Or an equivalent combination of education plus experience

## Preferred Qualifications

- Highly organized, self-motivated, self-starter, punctual, responsive
- Highly professional verbal and written communication
- Proficient in Google Suite and Microsoft Office applications
- Experience managing data systems, aggregating data, presenting data appropriately
- Experience with federal grant writing and federal reporting systems, such as eGrants
- Experience working/managing a busy office environment, preferably in a full-time administrative role
- Experience managing/supervising a diverse team of individuals and ability to delegate tasks directly and in a timely manner
- Completed service or at least 2 years work experience with AmeriCorps VISTA program, other CNCS-funded program, or PeaceCorps