



Position Title:

Program Manager, AmeriCorps Seniors Program-Retired Senior Volunteer Program (RSVP)

Position Summary:

The AmeriCorps Seniors Program Manager is responsible for the daily management of the program, including oversight, administration, planning, development, marketing, and growth. The Manager will also ensure compliance with CNCS guidelines and federal requirements for National Service projects.

Note: There are two open program manager positions- one that will serve Wake County and one that will serve Durham County.

Classification:	Exempt/Full-time	Reports to:	RSVP Supervisor
Location Type:	In-Office/In Person	Benefits:	Competitive Benefits Package
Pay Type:	Salary/Monthly	Supervision:	RSVP Admin Assistant/Volunteers
Pay Range:	\$45-50K (BOE)		

Primary Duties & Responsibilities include:

- Recruit and work with older adult volunteers (55+) for RSVP program
- Secure community nonprofit organizations as volunteer stations (recruitment, presentations, etc.)
- Create, maintain and enhance relationships with nonprofits, volunteer stations, volunteers, and community partners
- Ensure close attention to all AmeriCorps-related emails and communications
- Ensure grant compliance and all program metrics are being met
- Make periodic site visits to the volunteer stations to ensure compliance
- Identify and help secure additional resources for the program
- Recruit other volunteers as needed for program operations
- Conduct new volunteer orientation and volunteer placements at nonprofit volunteer stations
- Prepare and submit scheduled reports to funding agencies
- Manage program budget, track spending and order supplies as needed
- Develop and coordinate Advisory Council
- Coordinate community engagement activities for volunteers (events, outings, trainings, etc.)
- Successfully complete all CNCS AmeriCorps Seniors training (eCourses)
- Supervise program assistant and volunteers
- Volunteer administration (background checks, mileage tracking and reimbursements)
- Organize and provide volunteer recognition
- Coordinate/Manage Volunteer placement platform(s)
- Attend/participate in community meetings/events/conferences-including making presentations

- Serve as TNVLC representative in the community as needed/requested
- Oversee program marketing (website, social media, email outreach)
- Maintain and update all operational documentation including policy & procedure manuals, grant procedures, volunteer policies, etc.
- Other duties as assigned

Preferred Knowledge and Skills:

- Strong interpersonal and organizational abilities with attention to detail and multi-tasking
- Excellent writing skills for various platforms and purposes
- Marketing and communication expertise, including proficiency in social media, email, and website management
- Proficiency in Microsoft Office suite and email platforms (especially Excel, Word and Outlook)
- Volunteer management skills
- Problem-solving and critical-thinking abilities
- Flexibility and team-oriented mindset
- Experience working with Senior Adults (55+)
- Strong verbal communication skills
- Understanding of organizational mission, goals, and objectives
- Commitment to community engagement and social justice issues
- Close attention to detail regarding federal grant compliance and communication
- Experience in fundraising tactics such as grant-writing, annual appeals, special events, and other fundraising activities

Additional Details:

Position includes occasional evening and weekend hours. Applicant must be able to pass a background check and must have a valid North Carolina Driver's License