



SCI AmeriCorps Program Director

full-time job opportunity - now hiring!

ABOUT SCI

Founded in 2002, SCI's mission is to strengthen communities by connecting diverse individuals and organizations through civic engagement initiatives. SCI helps communities develop the skills and tools needed to engage people to make a difference, with a priority on promoting youth success and healthy communities. Four full-time staff combined with 25 dedicated AmeriCorps members and strong partners enables us to serve over 20 Massachusetts communities and recruit thousands of volunteers each year. Major program areas include: Youth Development, Volunteer Outreach & Engagement, Online Engagement, Community Building, and ongoing COVID-19 Response.

ABOUT THE ROLE

After adapting its program and operations to address the challenges of the COVID-19 pandemic, SCI is in the early phase of an exciting growth period with new programs, grants and other opportunities. Full-time AmeriCorps members, placed with community partner agencies throughout Greater Boston, play a central role in carrying out SCI's mission. SCI will be starting a new, three year AmeriCorps grant cycle in August of 2022, with a number of notable program design changes that will create interesting professional opportunities for the new Program Director.

The SCI AmeriCorps Program Director oversees our AmeriCorps program to ensure that we achieve our goals and meet the federal AmeriCorps grant requirements. This will include supervising a full-time Program Manager, who will be the one directly carrying out some of the functions described below. The Program Director will report to the Deputy Director, who has held this role previously. The position will require regular travel throughout Greater Boston (e.g. for host site visits and member meetings). SCI staff members are primarily working remotely at this time, with an office located in Woburn, MA that staff members work out of as needed. The Program Director will be expected to travel to the SCI office as needed for in-person meetings and administrative responsibilities.

SCI is seeking an energetic professional who combines a strong attention to detail needed to ensure program compliance with ability to provide leadership on the substance of SCI AmeriCorps' programming.

Responsibilities:

- Manage all AmeriCorps program requirements, including
 - Tracking progress on program goals and taking steps to ensure goals are achieved.
 - Ensuring compliance with all program regulations, including oversight of individual member files.
 - Reviewing member timesheet data; and working with the Program Manager to take prompt corrective action should AmeriCorps members fall behind in hours and/or timesheet reporting.
 - Representing SCI at AmeriCorps program director meetings.
 - Serving as primary liaison with the Mass. Service Alliance (the state AmeriCorps funding entity).
 - Managing the data collection process, including ensuring that member reports and surveys are completed in a timely manner, and aggregated in the SCI Dashboard.
 - Collaborate with the Deputy Director to ensure a high quality program as well as continuous improvement by reviewing program operations and engaging key stakeholders for feedback, keeping in alignment with AmeriCorps standards and best practices.
- Lead the SCI AmeriCorps member recruitment process, including developing the overall outreach strategy and managing the recruitment pipeline.
- Supervise the SCI Program Manager, including ensuring that any SCI AmeriCorps program responsibilities delegated to the Program Manager are carried out.
- Supervise the Program Manager in coordinating SCI AmeriCorps member trainings, member learning and professional development opportunities, and member social activities
- Maintaining strong relationships with SCI AmeriCorps host agencies and other community partners.
- Ensure regular communication with AmeriCorps members, supervisors, and other stakeholders; and respond promptly to questions and issues as they arise.
- Work with other staff to market SCI and its programs, including representing SCI at community events and providing the Development & Communications Manager with regular stories, photos and other updates from the AmeriCorps program.
- Collaborate with the Deputy Director and other SCI staff to identify areas to connect SCI AmeriCorps with general SCI programming.
- Other duties as assigned—including pitching in on organizational tasks shared by our small team of staff.

Qualifications: The ideal candidate will possess the following qualifications:

- Commitment to the mission and values of SCI & AmeriCorps.
- Strong attention to detail and organizational skills, including managing data and other information, is essential. Experience with the following tasks helpful: grant compliance & reporting, data gathering & analysis, and survey administration.

- Strong written, oral and interpersonal communication skills.
- Experience supervising staff and/or volunteers is preferred.
- Experience developing and delivering training workshops.
- Experience in the following areas is a plus: recruitment, civic engagement, volunteer engagement, community building, event management.
- Ability to articulate the importance of building social capital and increasing civic engagement.
- Strong computer skills required, including command of Google suite. Ability to use, following training if needed, SCI technology tools including the SCI Dashboard and Basecamp.
- Cultural competency essential; bilingual or multilingual skills a plus.
- Ability to travel regularly within the Greater Boston area during business hours and to attend evening and weekend meetings as needed (average of 1 such meeting per month).
- Experience with AmeriCorps and/or other federal programs is highly desirable. *AmeriCorps alums are encouraged to apply!*
- Bachelor's degree or equivalent professional experience.
- Minimum 3 years relevant work experience.

Benefits: This full-time position is budgeted at a starting salary between \$55K-\$60K with an immediate start date. Health insurance and generous holiday and paid time off available.

HOW TO APPLY To apply please send a resume and cover letter to pgordon@socialcapitalinc.org, Attn: Phil Gordon, Deputy Director.

Social Capital Inc. is an equal opportunity employer and welcomes ALL candidates regardless of race, ethnicity, religion, sex, gender, sexual orientation, or gender identity.