

## 4.5 AMERICORPS/DISABILITY PROGRAM OFFICER JOB DESCRIPTION

### AmeriCorps/Disability Program Officer (Administrative Assistant II)

#### **DESCRIPTION:**

Under supervision of the Senior Program Officer, assists with the Commission's management of the AmeriCorps Program and leads the management of the Disability federal grant program including planning, organization, implementation and evaluation of all program components; provides technical assistance and expertise to subgrantees; directs the technical operations and activities necessary to implement the program; coordinates services with local, State and Federal agencies, volunteer management professionals, and service agencies; performs related work as assigned.

#### **ESSENTIAL DUTIES:**

1. **Assist with successful implementation of the Nebraska AmeriCorps Program** under the direction of the Senior Program Officer
  - develop and recommend the annual Nebraska AmeriCorps Requests for Applications; assist with the development of grant processes; assess training needs based upon input from key audiences
  - supervise grant application review process consulting with the Senior Program Officer; oversee recruiting & orientation for grant reviewers
  - complete technical reviews of AmeriCorps grant applications to ensure compliance with RFA requirements; make funding recommendations
  - provide federal rules/regulations, policies/procedures and other technical assistance to AmeriCorps grantees to ensure compliance
  - assess AmeriCorps program goals and accomplishments to determine effectiveness; measure outcomes for federal reporting; compile data and program information for agency and federal reports
  - travel extensively throughout the state to provide technical assistance and complete monitoring site visits; prepare summary reports of progress and corrective actions
  - manage the InterCorps Council and lead the Commission's promotion of Days of Service
  - organize and facilitate the development of a strong Nebraska AmeriCorps Alumni Chapter; maintain a database of AC alums; ensure active involvement of alums and enhance the membership in the NE chapter
2. **Manage the ServeNebraska Disability Program** under the direction of the Senior Program Officer
  - serve as a leader in promoting the involvement and inclusion of those with a disability in the community and in national service
  - assess Disability Program needs based upon input from key stakeholders and write a Disability Inclusion Plan (including accommodation, disability preparedness and training) based upon best practices for approval by Senior staff
  - develop partnerships & projects with state agencies that promote inclusion (e.g., Dept of Education and Vocational Rehabilitation)
  - write the annual *Disability Program* federal grant application and manage grant budget and monitors federal fund expenditures
  - review and approve payment of bills for training and submit approved training bills for payment
  - tracks and develops written records of agency disability program projects; develops RFAs to subgrant funds; manages & monitors subgrants; submits routine periodic program reports as requested and required to the federal granting agency
  - implement agency procedures and make arrangements to provide accommodation for national service members with a disability
  - manage agency efforts to expand the Disability Preparedness; develop projects and initiatives to enhance emergency preparedness with and for persons with disabilities; develop and maintain partnerships with state and local agencies on special populations
  - develop curricula and teach training sessions; develop an annual calendar of disability-related trainings
  - recruit, organize and facilitate periodic meetings of a statewide Disability Leadership Advisory Team
3. **Facilitate the InterCorps Council** and promote *National Days of Service* initiatives for the agency, primarily Youth Service Day
  - organize and promote inclusion events and activities on selected Days of Service to increase service learning for special needs individuals

4. Serve as *Liaison to a ServeNebraska Commission Board Committee*.

#### **EDUCATION/EXPERIENCE/SKILLS/ABILITIES REQUIRED**

##### ***Minimum Qualifications:***

- Experience in office, administrative, technical, or support work; or in identifying budget, staff, or equipment needs; or in collecting and interpreting statistical, financial, program, or administrative data; or in interpreting laws, rules, regulations, and processes; or in reviewing and evaluating administrative records and reports; or in supervising office or technical staff OR Post high school coursework/training in: administration, management, accounting, finance, planning, policy analysis, administrative/management analysis, operations research, program evaluation, or similar fields.

##### ***Prefer:***

- Bachelor's Degree in public administration, education, community/regional planning, human services, social/behavior sciences, or related area.
- 3-5 years professional-level experience with responsibility for project or program management; experience in working with persons with special needs; knowledge of special education, disability needs and/or program specific accommodations; ability to provide training and presentations; develop or implement agency projects to implement grant programs; takes initiative; knowledge of national service and/or prior service as an AmeriCorps program leader/coordinator or member desirable; project planning and program management; contract development processes; monitoring and evaluating programs; federal grant management, budget and financial management; and grant writing. Professional teaching, training and/or consulting experience. Knowledge and experience in government or business management and teaching.
- Must have excellent communication and computer skills; ability to develop own quality written products on Microsoft Office software including Word, Excel, and PowerPoint.
- Extensive in-state travel; some out-of-state travel; valid Nebraska driver's license; must be able to drive state vehicles and complete Defensive Driving course.