



## **AmeriCorps Program Manager Position Description**

### **About Central Colorado Area Health Education Center (CCAHEC)**

[Central Colorado Area Health Education Center \(CCAHEC\)](#) is one six regional centers within the Colorado AHEC System. The role of CCAHEC is to connect students to careers, professionals to communities, and communities to better health. Serving 11 counties in the Denver metro and foothills areas, CCAHEC promotes academic/community partnerships in five main areas of focus: 1) health professional student support; 2) health careers recruitment and retention; 3) health professional continuing education; 4) community education; and 5) community health planning.

### **Overview of the AmeriCorps Program Manager Role**

The AmeriCorps Program Manager supports the Colorado Opioid Response Program (CORP) Fiscal Manager and CORP Program Coordinator and serves as a point of contact for internal and external constituencies on numerous administrative, financial, and grant oversight matters pertaining to AmeriCorps State and VISTA programs. Responsibilities include: meticulous record and document keeping; grant budgetary and reporting oversight; contract execution; policy, agreement, and handbook creation, revision, and upkeep; AmeriCorps member and host/partner site supervisor oversight and evaluation, and site monitoring; performance measure and data tracking; and training creation and presentation. The ideal candidate is creative and enjoys working within a small, team-based environment that is mission-driven results-driven, and health oriented. The AmeriCorps Program Manager will work independently on projects and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

This position requires some travel within the state and occasional evening and weekend events.

**Details:** This is a full-time, exempt position. Company-provided health care plan, Worksite Wellness Program Benefits, and a Professional Development Budget, Vacation, and Personal Time Off are included. Pay based on experience, starting at \$47,500.00.

### **Essential Duties and Responsibilities include:**

#### *Administrative*

- Assists with drafting, review, revision, and upkeep of CORP program policies, contracts, MOUs, project summaries, meeting attendance records, Member Service Agreements, and Member and Supervisor Handbooks
- Develops and analyzes evaluation procedures and analyzes program survey data
- Helps gather and curate CORP website content
- Responds to member, supervisor, and director inquiries and provides requested information and documents
- Assists with marketing and outreach for CORP, creates and/or orders host site logo signage and logoed member gear

#### *Financial*

- Oversees execution and implementation of contracts and agreements for financial matches
- Drafts and finalizes CORP program budgets
- Assists with monthly partner invoicing, quarterly reporting, and monthly periodic expense reports
- Assists with final reporting to Serve Colorado and Corporation for Community and National Service
- Participates and assists with quarterly fiscal conference calls

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### *Grant Oversight*

- Assists with program development and training (implementation, monitoring, evaluation, and revision)
- Participates in monthly program conference calls with Members, Supervisors, and Serve Colorado Program Officer
- Attends AmeriCorps Grant Management Institute, Program Manager Training Summit, Member Summit, and Regional Events
- Coordinates and participates in program site visits with Serve Colorado
- Assists with required trimester and final reports, grant modifications and extensions, performance measure oversight and completion, and gathering of monthly and quarterly reporting feedback from host sites.
- Assists with maintaining complete file of records, documents, communications, notes, and other written materials pertaining to the program

### *Members*

- Oversees the coordination of member recruitment (selection, orientation, and training), evaluation, service activities, data collection, timesheets, member exits, and discipline.
- Serves as host site supervisor for CCAHEC members (meeting weekly) and meets quarterly with all CORP members
- Assists with developing and delivering member training including monthly webinars, weekly self-study, and in-person trainings
- Supports member Days of Service, plans and executes annual member exit celebration, and organizes member representation at the Serve Colorado AmeriCorps Member Retreat
- Assists with providing members with service activity documentation

### *Partners*

- Assists with selecting, training, supervising, monitoring, evaluating, and reporting for host and partner sites
- Communicates with and leads Steering Committee meetings and regular partner meetings on program development
- Assists with developing and ensuring all sites adhere to data integrity and collection
- Assists with regular communication during planning, implementation and follow-up with MOU Partners
- Participates in mid-year progress reports and discussion, and prepares and disseminates monthly status reports for stakeholders

### **Supervision Received:**

Reports to and receives general supervision from the Executive Director.

### **Qualifications:**

#### **Education and Experience-**

- Three (3) years of progressive work experience in an office environment. Two (2) years' experience at an executive level preferred. Experience working with and coordinating multiple managers and/or managing large administrative projects is also required. One (1) year in the

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information technology or healthcare field is preferred.

- Interest and/or field experience in Public Health and Education, experience working as both part of a team, and working independently.

#### **Knowledge, Skills, and Abilities:**

- Exceptional interpersonal and communication skills (oral, written and interpersonal)
- Ability to lead trainings and communicate effectively with communities, partners, and other stakeholders
- Ability to establish positive working relationships
- Demonstrates the ability to lead and empower others
- Strong internal and external customer service orientation
- Strong demonstrated critical-thinking, organizational, and problem-solving skills
- Proven ability to coordinate multiple activities, establish priorities, attend to detail, handle interruptions, manage time and follow-up, and meet deadlines
- Experience in event and meeting planning
- Successful supervisory experience
- Resourcefulness and ability to problem-solve and take initiative
- Ability to anticipate needs and priorities
- Flexible and collaborative
- Able to work effectively with a high degree of independence
- Uses tact and diplomacy when handling incoming and outgoing communications and matters requiring discretion
- Computer proficiency in Office365 (Outlook, Word, Excel, and Power Point) and fluent navigation of the internet required. Experience with Google Apps and video conferencing software preferred.

#### **Licenses/Certifications:**

Valid driver's license, current automobile insurance, ability to pass a complete background check (including the National Sex Offender Registry and State of Colorado Criminal History check)

#### **Physical Demands:**

Primarily sedentary work with occasional standing, walking, lifting, moving, and traveling to other departments or work sites. Requires ability to use hands, fingers, and arms for keyboarding, filing, telephone work, and operating office equipment greater than 75% of the time. Requires ability to push, pull, move, and/or lift 10-20 lbs. 0-25% of the time. Also, requires:

1. Working in a standard on-site business office environment
2. Continuous use of PC equipment including keyboard, mouse, and printer
3. Frequent use of telephone and conference equipment
4. Frequent use of printer, copiers, and other office equipment
5. Occasionally needs to work during scheduled off-hours (e.g. holidays, weekends, and evenings) to meet project commitments.

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**Visual/Hearing Requirements:**

Requires adequate hearing to receive detailed oral information over the phone and in-person. Requires ability to convey detailed spoken information to internal and external customers individually and in groups, both over the telephone and in-person. Requires adequate visual acuity to use a computer screen and read written documents.

**Environmental Conditions:**

Normal office environment. Team-based & worksite wellness atmosphere.

**Equal Employment Opportunity Policy:**

CCAHEC is dedicated to equal employment opportunities in any term, condition, or privilege of employment. CCAHEC prohibits unlawful discrimination against applicants or employees based on race, color, national origin, ancestry, creed, religion, sex, age, disability, genetic information, veteran status, sexual orientation, marital status, gender expression, or any other characteristic protected by state or local law. This policy applies to all employees, including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.

**Location:**

CCAHEC is at 10200 East Girard Ave. B131, Denver, CO 80231. The CORP Program Manager will be available for a full-time schedule and will work onsite with offsite scheduling available with advance permission.

**Application Process:**

To apply please submit a resume and a cover letter explaining your interest and qualifications to Lin Browning, Executive Director of Central Colorado Area Health Education Center, in care of [sandra@centralcoahec.org](mailto:sandra@centralcoahec.org). Please include "CORP Program Manager – your name" in the subject line. Review of resumes will continue until the position is filled.

**Acknowledgments:**

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**Employee Signature**

\_\_\_\_\_  
**Date**

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**Executive Director's Signature**

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**Date**