



AmeriCorps
Montana

Job Vacancy Announcement

AmeriCorps Planning Grant Coordinator

Position Closed when filled:

Anticipated Start Date: Early September, 2021

Location: Helena, Montana

Salary Range: \$45,000 - \$52,000 DOE

Benefits: Health, Life, 401K Retirement, Sick & Annual Leave

Employee Status: Full-time (40hrs/wk.) - 1-year term, beginning September, 2021 - August 2022.

Position term may be extended depending on the results of the AmeriCorps 1-year planning period.

Position Summary:

The Montana Business Assistance Connection catalyzes community leaders, stakeholders, and opportunities driving prosperity, our economy, business vitality, high quality job growth and the enhancement of quality of life throughout the region.

MBAC has for several years worked on improving access to qualified workforce in the region including Lewis & Clark, Broadwater, Meagher and Jefferson Counties. This experience with HelenaWins and the assistance of an Economic Development Administration (EDA) sponsored AmeriCorps VISTA, and prompted MBAC to apply for and received a 2021-2022 AmeriCorps State Planning Grant.

The position funded by this planning grant will work closely with the Governor's Office of Community Service, MBAC and Montana Economic Developers Association to investigate the creation of a state wide Economic Opportunity Corps (EOC). The EOC will work with regional Economic Development Organizations (EDO's), Chambers of Commerce, and State of Montana programs to implement regionally appropriate workforce attraction, upskilling, and reskilling of existing residents, and career pathway development for them. The resulting program will make positive changes in the workforce in the short and long term.

The position will require extensive fact and data finding interactions to determine the viability, scope of services, expected outcomes, and funding for a potential Economic Opportunity Corps. This will involve engagement of economic development organizations, chambers of commerce, trade associations, education associations, local and state leaders, etc. The EOC planning grant coordinator will be supervised directly by MBAC's Executive Director.

Duties & Responsibilities:

- Work closely with MEDA, MBAC, and existing regional workforce initiatives including HelenaWins, Billings Works, Great Falls Workforce Education Coalition and Development, and other similar initiatives.
- Work closely with the Governor's Office of Community Service (OCS) to meet required planning grant benchmarks
- Identify program partners and service locations, including development of member and host sites
- Document and assess target audience needs and opportunities where this program can address work force and community development needs
- Define service and program structure (i.e. number of service members & length of service year, program staff roles, advisory committee, program budget, identify match, & program framework)
- Develop and identify performance measures as per AmeriCorps' definitions (outputs, outcomes, data collection instruments)
- Develop policies and procedures for member recruitment and program management
- Develop member position descriptions in compliance with AmeriCorps
- Develop member onboarding plans and procedures (including National Service Criminal History Checks (NSCHC))
- Develop member training plan

Desired Skills & Abilities:

- Self-starter
- Highly organized
- Excellent oral and written communications skills
- Ability to problem solve and access resources in a complex environment
- Experience in needs assessments, program planning, and outcome measurements
- Budgeting skills
- Experience in group facilitation and event coordination.
- Previous experience working with AmeriCorps programming or other service-based organization preferred but not required

Qualifications:

- Prefer Bachelor's degree in public administration, education, business, management, a law degree, or a comparable field **and/or** Experience in program development/management or program evaluation
- Grant writing or equivalent work experience
- Program development including budgeting
- Group or meeting facilitation
- A valid driver's license
- Ability to pass a National Service Criminal History Check

Expected Travel:

Some in-state and out-of-state overnight travel will be required for this position. The following trainings/events will be required but not limited to these:

- America's Service Commissions AmeriCorps Boot Camps, October 2021 in Austin, Texas

- MEDA Fall and Spring Conference
- CRDC 2021 and 2022 annual meeting and review
- ServeMontana Symposium in March 2022 in Helena, MT
- National Service Regional Training in June 2022, Albuquerque, NM

HOW TO APPLY:

Submit a cover letter, resume, three professional references to:

Rebekah Dupre at rdupre@mbac.biz

Subject line: "AmeriCorps Planning Grant Coordinator"

Position is open until filled.