



**NOTRE DAME MISSION VOLUNTEERS AMERICORPS (NDMVA)
REGIONAL PROGRAM MANAGER – WEST
POSITION DESCRIPTION**

Notre Dame Mission Volunteers is dedicated to improving access to education, building community, and providing opportunity for communities on the margins throughout the United States. NDMV's flagship program, Notre Dame – AmeriCorps (NDA) facilitates the service of over 400 AmeriCorps members in 20+ teams across the country. We are always looking to expand our capacity with talented and committed individuals looking to join our team. Learn more about [NDMVA](#) and our founders, [The Sisters of Notre Dame de Namur](#).

POSITION SUMMARY

The Regional Program Manager oversees a cohort of Site Managers who manage the programs at a local level, in this specific role primarily in the western part of the United States. The Regional Program Manager is also responsible for conducting background checks, enrolling and exiting members, monitoring member files and managing and supporting their specific cohort of site managers. The Regional Program Manager meets regularly with the Director of Programs and Operations and a team of Program Managers to support activities related to the operations of the AmeriCorps program. This is a full time, remote position with a flexible schedule and opportunity to travel.

PRIMARY RESPONSIBILITIES

Relationship Management

- Effectively communicate with and manage a cohort of Site Managers to ensure all administrative, recruitment, professional development and program needs are met
- Provide ongoing feedback as well as formal reviews to Site Managers in regard to job performance and growth areas.
- Build and cultivate strong partnerships with staff and stakeholders, especially to help with recruitment and to ensure the quality and longevity of the program
- Foster opportunity for collaboration between Site Managers, Program Managers, and National Office staff.

Administrative Effectiveness

- Initiate, track and process AmeriCorps member background checks through AmeriCorps approved vendor systems prior to service start dates.
- Navigate complex spreadsheets to transfer data between systems.
- Work with Site Managers to collect member and site documentation and enroll and exit members in a timely manner.



AmeriCorps

- Become familiar with systems related to program management, assist with managing those systems, and provide support to Site Managers in using them (Box, OnCorps, eGrants, my.americorps.gov).
- Maintain and manage Member Files in Box.
- Conduct periodic internal reviews to ensure the accuracy of our background check records and member files, ensuring required paperwork is complete and on file.
- Process vendor invoices and partner with the Finance team to ensure timely payment.
- Improve internal document organization practices and maintain external resources.
- Provide support for external audit requests by extracting files and reviewing for compliance.

Communication

- Work with the Recruitment and Engagement Coordinator to identify and foster relationships with national recruitment partners such as colleges, community and faith-based organizations, and other organizations and networks to promote NDMVA opportunities to prospective AmeriCorps members.
- Work with the Recruitment and Engagement Coordinator to research and promote opportunities to find new applicants to serve as AmeriCorps members through events, online platforms, direct outreach, partnerships and other means.
- Provide communication and interpretation on NDMV and AmeriCorps policies.

Creativity and Innovation in Problem Solving

- Provide Site Managers and National Office Staff with individual support and relevant resources as needed.
- Foster a set of relationships with partners nationwide to promote opportunities for future candidates.
- Identify opportunities for growth in recruitment on a national scale.

Developing Members & Staff

- Support Site Managers through regular-check-ins, performance reviews, accompaniment sessions, and the development of their Trimester Plans.
- Design and facilitate monthly regional cohort meetings with Site Managers covering relevant topics, building community and garnering feedback.
- Facilitate conversations around recruitment, member development, and other programming needs.
- Foster professional and personal development growth opportunities for site managers. Assist with preparing and conducting trainings for Site Managers.
- Participate in capacity-building projects to support member and staff engagement.
- Attend and facilitate staff meetings (both virtual and in person).



- Offer input and support to the National Office staff in planning regional and national training events including the Mid-Year Conference (February) and monthly staff meetings.

PREFERRED QUALIFICATIONS:

- 2+ years of experience as NDMV Site Manager or National Office staff OR NDMV alumnus or other AmeriCorps programs preferred
- Bachelor's Degree or equivalent related professional experience
- Availability to work Monday through Friday during regular business hours
- Experience managing people in a professional setting
- Comfort working and meeting job expectations independently
- Ability to operate in ambiguous and changing environments with the demonstrated ability to manage and prioritize projects
- Willingness and ability to handle conflict with tact and professionalism
- Dedication to the mission of the organization
- A demonstrated commitment to diversity, equity, and inclusion
- Proficiency with Microsoft Office, Box, Zoom and Google platforms, teleconferencing ability, and comfort with learning new computer programs required
- Occasional in and out of state travel required

Compensation: Salary will be commensurate with experience and proven track record.

Benefits include: Health/Dental/Vision Insurance (including children and spouse), PTO (personal days, vacation, sick days, parental leave), 403b Retirement Plan, Orientation and opportunities for professional development.

Location: Ability to work from home, preferably in the State of California or Southwest United States

To apply, please send a copy of your resume and cover letter, inclusive of salary range, to jobopening@ndmva.org