

**Position Description**  
**Program Officer**  
**Salary range: \$45,000 - \$55,000**

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**Background:**

CaliforniaVolunteers, within the Office of the Governor, addresses community and state challenges by investing in high-impact service solutions, while leveraging public, private, and nonprofit partnerships and resources. CaliforniaVolunteers administers the AmeriCorps Program for the state, coordinates disaster volunteering and donations management, and guides policy development to support the nonprofit and service fields. CaliforniaVolunteers is overseen by a 25-member Governor-appointed commission.

As an integral part of its mission, CaliforniaVolunteers administers \$40 million in federal funds annually to support AmeriCorps State programs statewide. Currently, CaliforniaVolunteers offers funding, guidance, and technical assistance to over 50 public and private nonprofit programs across California. CaliforniaVolunteers joins 51 state commissions nationwide that are committed to using national service to address critical community needs in education, public safety, health, and the environment.

**Position Description:**

The Program Officer works under the supervision of the Deputy Director of AmeriCorps. The Program Officer is responsible for a portfolio of AmeriCorps programs that provide service in a variety of sectors, ensuring grant monitoring and compliance, and assisting with the implementation, coaching, and training of these programs throughout the state.

**Duties:**

Grant Monitoring and Compliance (Approximately 50%)

- Assist/coach assigned programs to success, including tracking and analyzing grantee performance data;
- Conduct grant monitoring activities in partnership with AmeriCorps program leads, including program-readiness support, check-in calls, file reviews, site visits, progress report reviews, etc.
- Manage and monitor a portfolio of AmeriCorps grantees to ensure compliance and accountability with all applicable state and federal laws, rules, regulations, and contract provisions; progress towards performance measures; and continuous improvement;
- Support programs to ensure timely resolution and documentation of all grant compliance issues;
- Maintain knowledge and understanding of state and federal regulations and grant terms and conditions that govern AmeriCorps grants to support program implementation;

- Review and verify accuracy of AmeriCorps program design and application;
- Provide input on program successes and challenges, including conducting grantee performance review and assessment, providing relevant information to programs, CV management, federal agencies, Commissioners, and other stakeholders, as needed;
- Prepare written and verbal reports of completed grant monitoring activities, findings, and results, including recommending appropriate resolution to address grant compliance issues;
- Collaborate with fiscal staff on issues related to grant status and subgrantee monitoring.

#### Program Support and Training (Approximately 30%)

- Provide training and technical assistance to assigned programs and program staff;
- Coach and support programs to ensure meaningful program impacts and member service experiences by establishing performance growth targets in partnership with program staff;
- Link programs to peer coaching/mentoring and the exchange of best practices and resources;
- Assist with the development of in-person and webinar training resources;
- Present and facilitate training at conferences, webinars, and meetings;
- Provide timely response to phone calls and letters of inquiry from assigned programs;
- Attend regional and national meetings as requested;

#### Grant Review (15%)

- Participate in AmeriCorps grant application review, including providing written recommendations to inform funding decision-making;
- Complete and incorporate grantee performance review and assessment into grant review;
- Prepare written feedback on the quality applications reviewed;

#### Other Duties as Assigned (Approximately 5%)

- May include special projects, such as Governor's Initiatives, Leadership Summit planning, and new program support and development.

#### **Qualifications:**

- Bachelor's degree
- Computer literate
- Analytical skills
- Experience implementing direct service programs, particularly nonprofit
- AmeriCorps alumni encouraged to apply
- Strong written and oral communications skills
- Ability to work an irregular often demanding schedule with occasional travel
- Ability to manage multiple projects at one time, particularly those that are high-profile and time-sensitive

Interested applicants should submit a cover letter and resume to:

Kari MacDonald, Deputy Director of AmeriCorps

[Kari.MacDonal@cv.ca.gov](mailto:Kari.MacDonal@cv.ca.gov)