

AmeriCorps Program Officer, Communications and Engagement Officer, Senior Nationals Service Program Officer, Mentoring Program Officer, and Volunteer Promotion Coordinator

Iowa Commission on Volunteer Service

The Iowa Commission on Volunteer Service (ICVS) has five openings and is seeking applicants for:

AmeriCorps Program Officer: The Iowa Commission on Volunteer Service is hiring an *AmeriCorps Program Officer* to administer a portfolio of Iowa AmeriCorps programs. This position coordinates program recruitment and outreach conducts compliance visits and provides technical assistance to Iowa's AmeriCorps programs.

Qualifications: Graduation from an accredited four year college or university with major coursework in research, planning, economics, public relations, business, corporate finance, journalism, or marketing and experience equal to two years of full-time work that involved responsibility for interpreting laws, rules and regulations, and/or securing compliance with them; or compiling and evaluating statistical, historical, economic, business, financial, or technical related or program data; OR an equivalent combination of education and experience substituting one year of the above required experience for each year (thirty semester or equivalent hours) of the required education. Participation in or experience working with National Service programs (such as AmeriCorps, Senior Corps, Volunteer Generation Fund, Peace Corps or Military) and working with nonprofits and/or volunteer management preferred.

Communications and Engagement Officer: This position will lead communication efforts in engaging Iowans in service opportunities including development and implementation of a commission outreach and communications plan, media relations, paid media coordination, social media and coordination of recruitment initiatives and efforts as well as help support the Iowa Service Enterprise Initiative and the commission's disaster response efforts.

Qualifications: Graduation from an accredited four year college or university with major coursework in research, planning, economics, public relations, business, corporate finance, journalism, or marketing and experience equal to two years of full-time work that involved responsibility for interpreting laws, rules and regulations, and/or securing compliance with them; or compiling and evaluating statistical, historical, economic, business, financial, or technical related or program data; OR an equivalent combination of education and experience substituting one year of the above required experience for each year (thirty semester or equivalent hours) of the required education. Participation in or experience working with National Service programs (such as AmeriCorps, Senior Corps, Volunteer Generation Fund, Peace Corps or Military) and working with nonprofits and/or volunteer management preferred.

Senior National Service Program Officer:

This position will lead efforts in coordinating various elements of our national service programming, including VISTA, RSVP, and continuous improvement of AmeriCorps programming. This position will help coordinate cross program activities and lead efforts in training and program development.

Qualifications: Graduation from an accredited four year college or university with a major emphasis in the fields of research, planning, economics, finance, public relations, business, corporate finance, journalism, or marketing and four years of full-time experience in specialized technical support work which included responsibility for interpreting laws, rules, and regulations, and/or securing compliance with them; or compiling and evaluating statistical, historical, economic, business, financial or related technical program data; OR an equivalent combination of education and experience substituting one year of the required experience for each year (thirty semester or equivalent hours) of the required education. Participation in or experience working with National Service programs (such as AmeriCorps, Senior Corps, Volunteer Generation Fund, Peace Corps or Military) and working with nonprofits and/or volunteer management preferred.

Mentoring Program Officer:

This position will oversee a \$1.2 million-dollar grant program funded by the Department of Justice helping establish mentoring programming for opioid effected children and families. This person will be responsible for monitoring, technical assistance and compliance of grant as well as assisting in developing high functioning programming. This position is part of our Iowa Mentoring Partnership team.

Qualifications: Graduation from an accredited four year college or university with major coursework in research, planning, economics, public relations, business, corporate finance, journalism, or marketing and experience equal to two years of full-time work that involved responsibility for interpreting laws, rules and regulations, and/or securing compliance with them; or compiling and evaluating statistical, historical, economic, business, financial, or technical related or program data; OR an equivalent combination of education and experience substituting one year of the above required experience for each year (thirty semester or equivalent hours) of the required education. Participation in or experience working with Mentoring programs, National Service programs (such as AmeriCorps, Senior Corps, Volunteer Generation Fund, Peace Corps or Military) and working with nonprofits and/or volunteer management preferred.

Volunteer Promotion Coordinator:

This position is the lead staff for Community Volunteer recognition and promotion programs and initiatives for the commission including the Governor's Volunteer Awards, Iowa Volunteer Hall of Fame, Iowa Nonprofit Summit and state agency volunteer efforts. The position also helps coordinate board activities and technology for the commission.

Qualifications: Graduation from an accredited four year college or university with major coursework in research, planning, economics, public relations, business, corporate finance, journalism, or marketing and experience equal to two years of full-time work that involved responsibility for interpreting laws, rules and regulations, and/or securing compliance with them; or compiling and evaluating statistical, historical, economic, business, financial, or technical related or program data; OR an equivalent combination of education and experience substituting one year of the above required experience for each year (thirty semester or equivalent hours) of the required education.

General Information: Desired traits for all positions include: self-motivated, innovative, detail-oriented, effective communicator, team player, strong problem solving skills and computer proficient. The ICVS is housed within the Iowa Economic Development Authority and the position will be based in Des Moines. Send cover letter and resume with clear indication of the position(s) you would like to be considered for by March 14, 2019 to Melissa.harshbarger@iowaeda.com.