

Join the fight against food insecurity. Make a difference in the Topeka community by applying to AmeriCorps Coordinator position! It is a full time position. We offer a robust benefits package, including employee paid medical, dental, life and disability insurance and a 403b plan. Our paid time off is generous and includes paid holidays.

SUMMARY: Actively recruits and screens AmeriCorps members for placement in Harvesters AmeriCorps Kansas and Missouri programs. Supports member training, orientation and continuing education opportunities.

PRINCIPLE RESPONSIBILITIES:

- With consultation of Program Director, create and implement an AmeriCorps recruitment plan focused on creating a diverse Corps.
- Communicate with potential applicants and conduct standardized phone interviews to pre-screen potential AmeriCorps members for service.
- Initiate & adjudicate National Service Criminal History Checks.
- Maintain AmeriCorps member files in accordance to grant requirements.
- Coordinate logistics with Human Resources team and AmeriCorps Program Director to ensure a successful onboarding for new AmeriCorps members.
- Support AmeriCorps Program Director with logistical and planning aspects of new AmeriCorps Orientation.
- Schedule & Document Required AmeriCorps Trainings for all members – First Aid, CPR & AED, Citizenship, DEI, Disaster Training, Harassment Training, and Strengths Finder
- Research, plan and conduct training or educational aspects of Leadership Development Days for AmeriCorps members no less than once per month during their term of service.
- Oversee the distribution of member gear and recognition items for all new, returning members and Site Supervisors.
- Provide support, training and guidance to AmeriCorps members to ensure fidelity to the Harvesters AmeriCorps program model and adherence to federal AmeriCorps regulations through site visits, email and phone call communication.
- In partnership with the Program Director, oversee tracking and reporting of grant outcomes to the Kansas Volunteer Commission and Missouri Community Service Commission.
- Actively participate in required AmeriCorps trainings and meetings as required by the Kansas Volunteer Commission, AmeriCorps and Missouri Community Service Commission.

OTHER ASPECTS OF THE JOB:

- Must have a commitment to the mission of Harvesters and National Service.
- Must be able to effectively communicate and interact with potential AmeriCorps members.
- Must have strong attention to detail and have good organizational skills.
- This position functions in a hybrid/home office setting and requires travel for AmeriCorps training events.

- Must be comfortable navigating multiple online database systems.
- Must be able to use at a high level telephone, computer and online meeting technology.
- Must maintain regular communication with AmeriCorps Program Director.
- Must attend weekly department and team meetings.
- Provide support as needed for other Community Engagement activities, such as giving overviews, tours of the facility, with occasional Saturday or evening coverage required.

QUALIFICATIONS:

Required:

- High School Diploma
- Experience with database management
- Ability to take initiative, coordinate with others and follow-through
- Outstanding customer service
- Excellent verbal and written communication skills

Preferred:

- Experience with AmeriCorps or National Service Programs
- Familiarity with the community partners within Harvesters 26-county service area
- Bachelor's Degree

Position:

This position is Monday thru Friday standard business hours. Tuesday hours would require an evening shift weekly. This position is eligible to work remotely based on Harvesters work from home policy.