



## Volunteer NH Program Officer Level I

**POSITION:**

Program Officer

**CLASSIFICATION:**

Limited (Contingent Upon Funding)

**JOB SUMMARY:** The Program Officer will be responsible for assisting with the effective implementation, continuous improvement and sustained development of Volunteer NH programming towards its mission to promote and support volunteer service in the State of NH; training and recognition of volunteers; and utilization of the Corporation for National Service's funds to enhance and sustain high-quality National Service programs in New Hampshire.

**SUPERVISION RECEIVED:** Works under the direct supervision of the Executive Director

**SUPERVISION EXERCISED:** None

**ABOUT VOLUNTEER NH:**

Volunteer NH's mission is to promote the tradition of service in NH by supporting and sponsoring National Service initiatives and provide training, recognition, and a central site for volunteers and volunteer programs to help them strengthen their communities. Designated as the State Service Commission for New Hampshire, we have almost two decades of experience in service.

Volunteer NH holds annual volunteer recognition and training conferences, boasts an AmeriCorps portfolio of over 2.7 million dollars in federal funds, has a statewide, online volunteer opportunity database (known as "Get Connected"), and also oversees a cohort of organizations seeking to increase their capacity through a Volunteer Generation Fund (VGF) grant. In addition, Volunteer hosts three large events (a volunteer recognition event, a conference, and a charity golf tournament) yearly.

At Volunteer NH, we are committed to being an exemplary employer, where our employees are our greatest asset, by embracing a culture of teamwork with open and honest communication, a common vision and sense of purpose, regular celebration of success, courage and perseverance to take risks, personal integrity, continuous learning and empowerment.

## **RESPONSIBILITIES:**

- **Serve as primary staff assigned to the annual Governor's Conference on Volunteerism and the Spirit of NH Awards:**
  - Oversee the development of events that foster meaningful professional growth opportunities (Governor's Conference on Volunteerism) and volunteer/volunteer champion recognition (Spirit of NH Awards).
  - Conduct committee recruitment and foster a culture of actively engaged members whose involvement strengthens the events.
  - Ensure that the events are fully funded by conducting and overseeing sponsorship outreach and partnership development; conduct sustainability planning.
  
- **Support the primary staff member assigned to the annual Volunteer NH Charity Golf Tournament**
  - Assist with committee recruitment and engagement.
  - Assist with event development, fundraising, and implementation.
  
- **Support Program Officers and the Finance & Grants Officer on National Service program matters as assigned by the Executive Director**
  - Serve as an ambassador to build a National Service (AmeriCorps, AmeriCorps VISTA, Senior Corps) network and promote civic involvement.
    - Support the coordination of bi-Monthly Service Alliance program meetings.
    - Support National Service programs' participation in the three annual national events and days of service: MLK Day of Service; AmeriCorps Week; and September 11th National Day of Service and Remembrance.
    - Conduct outreach, broadening partnerships for Volunteer NH throughout the state and support volunteer recruitment efforts including those serving in programs funded by the Corporation for National and Community Service (CNCS).
    - Seek feedback and assist VNH staff to help conduct planning and implementation of the Unified State Service Plan.
  - Ensure appropriate National Service engagement in emergency response by helping to plan and coordinate the biannual, Red Cross-led Ready Corps training for National Service Members.
  - Provide support to sub-committees, Executive Director, and others as established.

- **Take the lead on Volunteer NH's external communications:**
  - Promote volunteer service, spread relevant information, and share resources. Advertise Volunteer NH and partner programs, services, and events to a wide audience.
    - Create content (take photos, shoot/edit videos, design graphics, and write captions) for use across the various Volunteer NH social media platforms, including Facebook, Twitter, Instagram.
    - Create regularly distributed email newsletters and special update emails.
    - Write and distribute press releases and media advisories.
  - Manage the Volunteer NH website, ensuring the content is relevant and up-to-date.
- **Support staff on appropriate projects, committee work, and other duties as assigned by the Executive Director.**

**QUALIFICATIONS:**

- Bachelor's degree in related field preferred or a combination of education and experience with a demonstrated, strong ethic of service
- Excellent written and oral communication and experience with group facilitation
- Excellent computer skills that include word processing, database entry, and social media
- Event organization and development experience is desirable
- Grants management, budget preparation, and monitoring experience is desirable
- Good organizational, planning, and analytical skills
- Interest in (or capability of) learning software applications
- Ability to utilize diplomatic skills and to assist groups in reaching consensus
- Must be a cooperative team player
- Candidates with a National Service background are encouraged to apply
- Valid driver's license and reliable transportation
- Cleared National Service Criminal History Check

**HOURS:**

40 hours weekly with prompt regular attendance, occasional evening, early morning, and weekend engagements required. This position is contingent upon continued funding from the Corporation for National and Community Service.

**PRINCIPAL WORKING RELATIONSHIPS:**

Volunteer NH staff and Board of Directors, National Service program staff, AmeriCorps members, and the general public.

**PHYSICAL DEMANDS:**

Ability to lift up to fifty pounds; ability to deal effectively with stressful or emotionally difficult situations; ability to travel statewide or further for required meetings and conferences.

**WORKING CONDITIONS:**

Worked performed in an office setting with word processing and data entry done at a computer terminal. Filing of records requires some stooping, bending, and reaching. Occasional assignments that require one to be out of doors in temperatures ranging from below zero to 90° F. Work is of medium demand: stands, sits and walks most of the time on duty; talking and hearing essential for conferring with staff, members, and the general public.

All of the above duties and responsibilities are essential position functions subject to reasonable accommodation. All position requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the duties proficiently. The position description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Individuals may be required to perform any other position-related instructions as requested by their supervisor, subject to reasonable accommodation. This position description is not all-inclusive.

**SALARY RANGE:**

\$39,375 - \$50,625

**ANNUAL UPDATE REQUIREMENT:**

To be evaluated at six months and in one year in accordance with the employee's anniversary date.

**APPLICATION INFORMATION:**

Those interested in applying for this position should send a resume and cover letter to Lesley Rossi at [lesley@volunteernh.org](mailto:lesley@volunteernh.org).