



## **Volunteer NH Special Program Assistant**

**POSITION:**

Special Program Assistant

**CLASSIFICATION:**

Limited (Contingent Upon Funding)

**JOB SUMMARY:** The Special Program Assistant will work closely with Volunteer NH staff and partners to support community organizations and National Service programs in addressing and solving challenges resulting from COVID-19. In addition, the Special Program Assistant will work to generally strengthen the aforementioned organizations, creating more resilience in the communities in which they serve.

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

**SUPERVISION EXERCISED:** None

**TIMELINE:** This is a one year position.

**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.

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:**

- **Assist Volunteer NH Program Officers in supporting national service programs impacted by COVID**
  - Help VNH Program Officers as they work with National Service (AmeriCorps, AmeriCorps VISTA, Senior Corps) staff to assess the ways COVID-19 has specifically impacted their programs.
  - Assist VNH Program Officers to identify and work towards solutions of identified problems - including recruitment, resource development, community outreach, and specialized training.
  - Work with the Service Alliance (a local group of National Service program leaders) to bring National Service programs together, fostering a sense of interdependence and encouraging resource and idea sharing so that programs are better equipped to help communities recover from COVID-19.
  
- **Assist the VGF Program Officer in supporting the 13-15 VGF nonprofit cohort organizations impacted by COVID as well as the organizations and individuals that use Get Connected.**
  - Assist the VGF Program Officer in general support of the identified VGF cohort organizations - especially in providing them resources and training that would allow them, and the communities they reside in, to recover from COVID-19.
  - Convene and meet with organizations in NH to determine capacity needs, establish best practices and monitor the volunteerism landscape across the state.
  - Work with the other VNH Program Officers to identify organizations from the Cohort that might benefit from other National Service Resources.
  - Help the VGF Program Officer provide individual and general outreach through social media, flyers, email blasts, PSAs, and other physical and digital avenues to inform nonprofit organizations about Get Connected.
  - Assist the VGF Program Officer in identifying nonprofit organizations impacted by COVID-19, or those that would help the community recover from COVID-19, to ensure that they are able to understand and use Get Connected to recruit volunteers.
  - Assist the VGF Program Officer with outreach to individuals interested in volunteering, providing training so that they can successfully create and utilize their Get Connected account to fill volunteer needs.
  
- **Other support responsibilities would include the following:**

- Assist other VNH staff with creating and coordinating service projects, events, and special volunteer initiatives as related to COVID-19.
- Assist with grant writing and reporting to stakeholders such as the Corporation for National and Community Service.
- Help to identify opportunities to develop new initiatives and collaborations to support the field of service and volunteerism.
- Work to address gaps in NH's capabilities in serving the public; supporting training programs and partnerships to expand systems to respond to holes in identified services.
- Support staff on appropriate projects, committee work, and other duties as assigned by the Executive Director.

**Qualifications:**

- Bachelor's degree preferred or a combination of education and experience with a demonstrated, strong ethic of service
- Candidates with past experience working with National Service grantees strongly preferred
- Excellent written and oral communication and experience with group facilitation
- Excellent computer skills that include word processing, database entry, and social media
- Good organizational, planning, and analytical skills
- Interest in (or capability of) learning software applications
- Ability to utilize diplomatic skills 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.

**PRINCIPAL WORKING RELATIONSHIPS:**

Volunteer NH staff and Board of Directors, VGF Cohort organizations, National Service program staff and 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:**

Work 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

**INTERESTED APPLICANTS:**

Please send your resumes and cover letters to Lesley Rossi at [lesley@volunteernh.org](mailto:lesley@volunteernh.org).