



VOLUNTEER NH

Program Officer Level I

POSITION:

Program Officer

CLASSIFICATION:

Fulltime Limited
(Contingent Upon Funding)

JOB SUMMARY: This position is responsible for assisting with the effective implementation, continued improvement, and sustained development of Volunteer NH programming to promote and support volunteer service. Activities include supporting programs that:

- Assist in matching volunteers with service opportunities;
- Train and recognize volunteers; and
- Utilize AmeriCorps funds to address challenges in New Hampshire communities.

SUPERVISION RECEIVED: This position works under the direct supervision of the Executive Director.

SUPERVISION EXERCISED: None

TIMELINE: This position is expected to be for two years. After which, the position will become contingent upon funding.

ABOUT VOLUNTEER NH:

Volunteer NH envisions our state as a place where people volunteer together to build strong and connected communities. We bring our vision to life by engaging those communities to solve local challenges through volunteerism. Designated as the State Service Commission for New Hampshire in 2001, we have almost two decades of experience in service. Our AmeriCorps portfolio has a wide variety of programs and is worth over two million dollars in federal funds.

At Volunteer NH, we are committed to being an exemplary and inclusive employer and view our employees as are our greatest asset. We embrace a culture of teamwork where everyone engages in open and honest communication. We strive to create an environment that promotes a common vision and sense of purpose; regular celebration of success; courage and perseverance to take risks; personal integrity; and continuous learning.

RESPONSIBILITIES:

- **Support Program Officers and Finance & Grants Officer on all National Service program matters as assigned by Executive Director:**
 - Conduct outreach, broadening partnerships for Volunteer NH throughout the state and supporting volunteer recruitment efforts (including for AmeriCorps-funded programs).
 - Serve as an ambassador to build a National Service network and promote civic involvement.
 - Assist with the development, support, and monitoring of AmeriCorps-funded programming.
 - Support the coordination of bi-Monthly Service Alliance program meetings to direct the continued development and implementation of the State Service Plan; National Service engagement in emergency response, statewide training, and service events for members
 - Support sub-committees, Executive Director, and others as established.

- **Support annual events, including the Governor's Conference on Volunteerism and the Spirit of NH Awards:**
 - Assist with committee recruitment, event development and implementation, and sustainability planning.

- **Support volunteer matching initiatives:**
 - Maintain databases, conduct outreach, and provide training and support to ensure that resources are accessible to individuals as well as business, nonprofit, state, and community partners.

- **Assist with other duties, as assigned by the Executive Director, which may include:**
 - Board Engagement
 - Social media
 - General outreach and program development
 - Organizing and maintaining electronic files and documents

QUALIFICATIONS:

- Bachelor's degree in a related field preferred, or a combination of education and experience with a demonstrated and strong ethic of service
- Experience with grants management, budget preparation, and monitoring
- Excellent written and oral communication
- Experience with group facilitation; ability to utilize diplomatic skills and assist groups in reaching a consensus
- Excellent computer skills that include word processing, data tracking, and

social media

- Interest in, or capability of, learning to utilize new software applications
- Good organizational, planning, and analytical skills
- Valid driver's license and reliable transportation
- Event organization and development experience desired

Volunteer NH is an [Employer of National Service](#). Candidates with a National Service background are encouraged to apply.

HOURS:

This position is 40 hours per week requiring prompt, regular attendance and occasional participation in evening, early morning, and weekend engagements.

PRINCIPAL WORKING RELATIONSHIPS:

Relationships include Volunteer NH staff and Board of Directors, National Service program staff and members, New Hampshire nonprofits and agencies, AmeriCorps members, and the general public.

PHYSICAL DEMANDS:

Possible demands include the 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:

This position generally has flexible working hours and the option for a hybrid schedule of remote and in-office workdays. Our office space is located in Concord, NH.

Work is performed in an office setting with word processing and data entry done at a computer terminal. Filing records requires some stooping, bending, and reaching. Occasional assignments that require one to be out of doors in a range of temperatures. Work is of medium demand: standing, sitting, and walking 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.

EQUAL OPPORTUNITY STATEMENT

Volunteer NH is committed to providing equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, pregnancy, age, disability, citizenship, national origin, genetic information, military or veteran status, or any other status or characteristic protected by law.

SALARY RANGE:

The salary range is \$39,375 - \$50,625.

BENEFITS:

Benefits include (but are not limited to): medical insurance, dental insurance, health reimbursement account, basic life and AD&D insurance, long term and short term disability insurance, 403(b) contribution, paid holidays (12), and paid vacation and sick time.

ANNUAL UPDATE REQUIREMENT:

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

HOW TO APPLY

Email a résumé and cover letter to Lesley Rossi: Lesley@VolunteerNH.org