

Rural Health Network of SCNY

Job Description

Revised. May 2022

Position: Program Coordinator, RHSC AmeriCorps

The Rural Health Service Corps (RHSC) AmeriCorps Program Coordinator is subject to the provisions of the Fair Labor Standards Act.

Reports to: Director, Rural Health Service Corps

Pay: **\$40,040** year

Full-time primarily Monday-Friday (Hybrid: approximately 50% In person and 50% Remote)

General Duties and Responsibilities: The RHSC Program Coordinator will assume primary responsibility for the RHSC AmeriCorps VISTA program operations. The RHSC Program Coordinator will also support AmeriCorps State and National programming, working cooperatively with both the RHSC Director and Assistant Director.

Specific Responsibilities: The responsibilities of the Program Coordinator include, but are not limited to, the following:

1. **Marketing and Recruitment (25%)** Create, maintain and expand marketing including social media to reach potential candidates
 - Work with RHN Communications team to deliver regular messaging
 - Recruitment and fulfillment of all awarded AmeriCorps VISTA slots consistent with contracts and deadlines
 - Work with RHSC Staff to function as a staff liaison between VISTA host site organizations and RHN to create and update member VADs.
 - Work with RHSC Assistant Director to maintain accurate website listings
 - Promote all RHSC position openings:
 - Register for and attend health/volunteer/career fairs
 - Participate on civic engagement panels
 - Establish and maintain relationships with local college, non-profit, and community contacts
2. **Candidate Interviewing (15%):**
 - Work with RHSC Assistant Director to schedule and interview candidates
 - Maintain accurate records on all candidates
 - Collect necessary paperwork for criminal history checks and references
 - Provide feedback to host sites regarding active candidates for second round interviews
 - Maintain contact with all supervisors interviewing active candidates
 - Follow up with all candidates after the interview (clarifying questions, position offers, non-selection)

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3. Program Management (40%)

- Create and maintain AmeriCorps member files consistent with current requirements
- Timesheets: Review and approve VISTA member timesheets
- Training and Support:
 - Provide RHSC orientation and enrollment assistance to new VISTA members and supervisors
 - Provide ongoing support to both VISTA members and supervisors:
 - Monthly virtual team meetings
 - Bimonthly meetings with members (can be done by Leader)
 - Monitor VAD progress
 - Organize and implement 3-5 service projects annually
 - Work with RHSC Staff and Community Health Educator to enroll members in Mental Health First Aid and Rural Cultural Competency
- Professional Development and Compliance:
 - Participate in relevant conference calls, webinars, and trainings to maximize learning of AmeriCorps regulations
 - Work with RHSC Director to respond to VISTA compliance monitoring inquiries
 - Programmatic Reporting - Collect member data to report on quarterly basis

4. Supervision (10%)

- Recruit and supervise VISTA leader

5. General RHSC and RHN Duties (10%)

- Support grant-writing initiatives for both AmeriCorps, VISTA, and private matching funding opportunities
- Provide effective, collaborative, inter-organizational service and leadership
- Data collection/entry and the timely submission of all required reports and evaluations.

Serve as a member of the RHN staff team and seek ways to continuously improve and support the work of RHN. Seek tangible, effective ways to integrate and apply all RHN services to provide the maximum benefit to those served.

Minimum Qualifications: Bachelor's Degree in health or human services or related field and two years related experience, or an acceptable combination of education and work experience.

Requirements and Expectations: Occasional additional or evening hours, including out of office hours will be required. Valid N.Y.S. Driver's License and use of private vehicle for work related purposes. Must clear National Criminal History Check that includes FBI fingerprinting. Must be flexible working both in-person and remote.

Preferred: Previous AmeriCorps member or experience with AmeriCorps programs.