



ROCKY MOUNTAIN YOUTH CORPS Position Description

- POSITION TITLE:** AmeriCorps Grants Manager
POSITION TYPE: ¾ time, Year-Round, Hourly, Non-Exempt Employee
COMPENSATION: \$27-\$29/hour
BENEFITS: Full Benefit Package including: Medical, Dental, Vision, LT & ST Disability and Life Insurance. 401(k) retirement plan, Paid vacation, sick time, holiday pay, and FMLI leave.

Please apply via the application link on our website, or by clicking this [link](#).

Summary

The AmeriCorps Grants Manager is responsible for managing all aspects of RMYC's AmeriCorps grants and assisting the Development Director as needed. The AmeriCorps Grants Manager reports directly to the Development Director (DD).

As an AmeriCorps service program, RMYC upholds an unwavering commitment to service excellence, prioritizing environmental stewardship, education, and the pursuit of healthier futures. AmeriCorps is a federal program that is a network of local, state, and national service programs that connect over 70,000 Americans each year in intensive service to meet community needs. The mission of AmeriCorps is to strengthen communities and develop leaders through direct and team-based national and community service. We provide resources and people power to organizations dedicated to the improvement of communities. We enrich the lives of those we serve and those who serve. Participants experience profound personal and professional growth, acquiring new skill sets via hands-on work experience, invaluable networking opportunities, and skills training. Serving a season with AmeriCorps through RMYC can be a transformative and rewarding experience.

Essential Duties

The essential duties of the AmeriCorps Grants Manager (AGM) can be separated into two primary focus areas: AmeriCorps Grant Management and support to the Development Team.

- I. **AmeriCorps Grant Management**
 - a. RMYC is a subgrantee of two AmeriCorps Grants through the Colorado Youth Corps Association. RMYC enrolled over 300 AmeriCorps members across our four programs in 2023.
 - b. Manage and oversee all aspects of RMYC's federal AmeriCorps grants which include Youth Corps for Colorado and Climate Corps grants. These duties include, but are not limited to:
 - i. Manage annual MSY (Member Service Year) per grant.
 - ii. Manage member slot requests within Salesforce system
 - iii. Ensure slot conservations are accurate and complete
 - iv. Oversee slot allocations per program

- v. Manage and execute all AmeriCorps Member background checks
- vi. Manage member invitation process within the Egrants system
- vii. Accurately and timely enroll members within the Egrants and OnCorps systems.
- viii. Oversee and manage member service time.
- ix. Collaborate with the Accounting Director to ensure accurate monthly invoicing.
- x. Ensure all members are enrolled in proper slot types and within correct grants in collaboration with Colorado Youth Corps Association staff.
- xi. Organize, complete and submit Tri-mester AmeriCorps reporting to CO Youth Corps Association.
- c. This position will work daily within Google Suite programs and the Salesforce Database system.

II. Support to the Development Team

- a. Assist and support in the following areas as needed:
 - i. Grant reporting and evaluations
 - ii. External communications, including support in digital media, written and visual reporting in relation to AmeriCorps grant, project accomplishments, and other programmatic aspects when needed.
 - iii. Assist in special event planning, preparation, and execution.
 - iv. Support in donor database migration and updates, assist in donation processing.

PHYSICAL DEMANDS and WORK ENVIRONMENT

RMYC is committed to the full inclusion of all qualified individuals and will ensure that persons with disabilities are provided reasonable accommodations to perform essential job functions. Some positions may require periodic overnight travel, non-traditional work hours and physical ability to walk, climb, balance, stoop, kneel, crouch, type, read, repetitive motions, lift up to 25 pounds, and/or use tools/equipment on an infrequent or frequent basis. Ability to safely drive an organizational vehicle may also be required. Noise level is typically low to moderate.

MINIMUM and PREFERRED QUALIFICATIONS

Minimum Bachelor's degree from an accredited college or university preferred. Significant professional experience may be substituted for post-secondary education.

Related work experience (3 years minimum preferred). Experience working with a diverse group of people in a team atmosphere.

Knowledge, Skills & Abilities

- Must be detail-oriented
- Ability to maintain accurate and complete records
- Ability to complete tasks in a detailed and timely manner
- Proficient with Microsoft Word, Excel and web-based software. Ability to quickly learn other computer-based programs such as databases, Adobe, publisher, website management, etc.
- Ability to manage competing priorities while meeting deadlines
- Strong written and verbal skills
- Ability to work independently
- Ability to work well with others in a team atmosphere

Rocky Mountain Youth Corps is an Equal Opportunity Employer, drug free workplace and complies with ADA regulations. Rocky Mountain Youth Corps is committed to the inclusion of members with all levels of ability. Reasonable accommodations are available upon request. This program is available to all, without regard to age 40 and over, color, disability, gender identity, genetic information, military or veteran status, national origin, race, religion, sex, sexual orientation or any other applicable status protected by state or local law.