

Division of Enterprise Operations
Serve Wisconsin
Program and Policy Analyst, Advanced

POSITION SUMMARY

Under the general direction of the Executive Director, Serve Wisconsin is responsible for overseeing federal funding to promote community service and volunteerism throughout Wisconsin. This position provides administrative and programmatic support to promote volunteerism and Volunteer Organizations Active in Disaster (VOADs), engage AmeriCorps members in disaster response and select activities and projects that further the mission of Serve Wisconsin.

Duties include managing all funding and activities related to Serve Wisconsin's disaster services including response and recovery which includes coordinating the Wisconsin AmeriCorps Disaster Cadre, planning, organizing, and executing trainings and exercises to increase the knowledge and skills of AmeriCorps programs and VOADS independently and in collaboration with WEM, FEMA and WIVOAD.

This position requires a creative thinker and self-starter with the ability understand, interpret, and put in practice complex federal and state policies, regulations and procedures in order to develop new programs in compliance with federal and state policies and procedures.

This position develops policies and procedures, conducts program planning, monitoring, and evaluation, and functions as a technical expert to local and state government agencies and nonprofit organizations related to federal and state laws, regulations, and policies.

Additional duties include assisting the Executive Director in planning and developing operational policies, strengthening Serve Wisconsin's relationship with stakeholders including federal contacts, elected officials, administrators of non-profit organizations and the general public. State and national travel is required.

TIME % GOALS AND WORKER ACTIVITIES

35% A. Manage Serve Wisconsin disaster response and recovery services including trainings and service opportunities.

- A1. Manage the Wisconsin AmeriCorps Disaster Cadre including recruitment, training and assist with deployments.
- A2. Plan, organize and execute trainings and exercises to increase the knowledge and skills of AmeriCorps programs and VOADS pertaining to disaster service activities within the state independently and in collaboration with WEM and WIVOAD.
- A3. Represent Serve Wisconsin on the Board of Directors for WIVOAD and perform assigned duties.
- A4. Conduct education and outreach on disaster services, VOAD/COAD development to communities, businesses, non-profits, and government entities, to increase awareness, engagement, and partnerships.
- A5. Represent Serve Wisconsin and WIVOAD at the SEOC during activation and serve as the SEOC Liaison for WIVOAD.
- A6. Promote AmeriCorps and streams of national service as a resource for disaster response and preparedness.

30% B. Develop the Serve Wisconsin Volunteerism Initiative

- B1. Research community organizations and networks engaged in volunteerism within the state, including National Service partners- AmeriCorps Seniors, AmeriCorps VISTA, AmeriCorps

B2. Actively seek engagement opportunities including conferences, trainings, partnership engagement

B3. Engage Volunteer Wisconsin and utilize tools and platforms from VGF to enhance volunteerism statewide

B4. Develop and lead National Days of Service and AmeriCorps week

30% C. Manage the federal Volunteer Generation Fund grant, participate in meeting all commission grant and programmatic goals and State Service Plan goals.

C1. Manage the federal Volunteer Generation Fund Grant, the implementation of all grant activities, from writing the grant, initiating grant activities and completing required reporting.

C2. Develop evidence-based programs that increase and strengthen the Wisconsin Volunteer network

C3. Identify needs and gaps in service in Wisconsin's volunteer network.

C4. Design and conduct surveys and community outreach to clarify the strengths and weaknesses of Wisconsin's volunteer network.

C5. Analyze results of both quantitative and qualitative surveys, studies, and community input to synthesize the data,

C6. Write reports and develop programs and/or alternative courses of action based on data collected.

C7. Manage the collection of program data to effectively and efficiently report to the Corporation for National and Community Service and elected officials and for marketing efforts.

C8. Manage the subgrantee contracting.

C9. Develop and complete required reporting for all grant proposals.

C10. Support delivery of State Service Plan.

5% D. Other duties as assigned by the Executive Director.

Knowledge, Skills, and Abilities

1. Demonstrated ability to identify, critically analyze and solve problems
2. Ability to independently organize and prioritize work
3. Extensive knowledge of policy analysis, strategic planning, and program evaluation principles, theories and procedures; an ability to apply them in the organization and analysis of problems; and an ability to transfer them to other parts of the organization
4. Extensive knowledge of analytical procedures for quality improvement, creating and evaluating performance measures and conducting process reviews.
5. Extensive knowledge of program and policy analysis techniques.
6. Extensive knowledge of computer technologies (database, spreadsheet, word processing and presentation software) used for issue development, management, reporting and evaluation
7. Demonstrated excellent customer service skills.
8. Advanced social, emotional and interpersonal skills
9. Skilled in training and technical assistance
10. Knowledge of best practices in volunteerism

11. Knowledge of AmeriCorps VISTA
12. Knowledge of managing federal grants
13. Advanced program planning skills
14. Advanced oral and written communication skills