

**Division of Enterprise Operations
Serve Wisconsin
Program and Policy Analyst**

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 AmeriCorps programs, disaster response services, and select activities and projects that further the mission of Serve Wisconsin.

Duties include managing an assigned portfolio of AmeriCorps program subgrantees, including providing technical assistance to AmeriCorps subgrantees and oversight of subgrantee progress, financial reporting and compliance with federal, state, and Serve Wisconsin requirements.

Additional duties include managing Serve Wisconsin's disaster response and recovery services, 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

- 40% A. Manage an assigned AmeriCorps program portfolio for compliance and performance measure accomplishment to maximize results with federal, state, and Serve Wisconsin requirements, policies, procedures, and practices.**
- A1. Serve as primary contact for assigned portfolio to provide guidance and technical assistance, including being the liaison to federal contacts.
 - A2. Monitor assigned AmeriCorps programs' compliance through site visits and progress report reviews and ensure compliance with federal and state requirements.
 - A3. Oversee the assigned AmeriCorps programs' budgets through purchase requisitions, purchase orders, review and approval of invoices, grant closeout, and onsite monitoring.
 - A4. Effectively manage the federal and Serve Wisconsin electronic grant management systems used by Wisconsin AmeriCorps programs for activities related to grant applications, AmeriCorps member service hours and financial management.
 - A5. Coordinate communications with AmeriCorps programs to ensure effective transfer of information and guidance.
 - A6. Develop and maintain effective working relationships with non-profit and faith-based organizations and other government entities.
 - A7. Plan, organize and execute trainings for Wisconsin AmeriCorps programs.
 - A8. Develop and maintain instructional documents for Wisconsin AmeriCorps programs.

- A9. Support AmeriCorps program alignment with the Wisconsin State Service Plan.
- 30% B. Participate in selecting AmeriCorps program subgrantees, meeting State Service Plan goals and meeting all commission grant and programmatic goals.**
 - B1. Participate in the development of the state applications for AmeriCorps grants.
 - B2. Assist the Executive Director in the administration of the AmeriCorps grants including selection, oversight and evaluation of grant recipients.
 - B3. Assist in collecting program data to effectively and efficiently report to the Corporation for National and Community Service and elected officials and for marketing efforts.
 - B4. Assist and/or coordinate subgrantee contracting.
 - B5. Assist in developing and reporting for all grant proposals.
 - B6. Support delivery of State Service Plan.
- 20% C. Coordinate the Serve Wisconsin disaster response and recovery services including trainings and service opportunities.**
 - C1. Coordinate necessary trainings for Serve Wisconsin staff, program staff and AmeriCorps Members.
 - C2. Notify programs and members of disaster service opportunities and participate when appropriate.
 - C3. Participate in regional and statewide disaster response coalitions and meetings, such as the Wisconsin Voluntary Organizations Active in Disaster
- 5% D. Manage Serve Wisconsin procurements & payments for operating expenses.**
 - D1. Support the acquisition of services, office supplies and materials.
 - D2. Manage payments for general operating expenses such as copier lease, iPads, website, etc.
- 5% E. Other duties as assigned by the Executive Director.**

Knowledge, Skills, and Abilities

1. Ability to identify, critically analyze and solve problems
2. Ability to independently organize and prioritize work
3. Demonstrated excellent customer service skills
4. Effective interpersonal skills
5. Attention to detail
6. Experience in training and technical assistance, preferred
7. Experience with AmeriCorps, preferred
8. Experience with federal grants, preferred
9. Experience with disaster response, preferred
10. Knowledge of program planning concepts and techniques
11. Effective oral and written communication skills
12. Financial monitoring skills
13. Possession of a valid Wisconsin Driver's license or ability to provide own transportation statewide.