



**NOTRE DAME MISSION VOLUNTEERS AMERICORPS (NDMVA)  
EDUCATION AWARD PROGRAM (EAP) SITE MANAGER  
POSITION DESCRIPTION**

The Notre Dame Mission Volunteers Staff is dedicated to improving access to education, building community, and providing opportunity worldwide. The Notre Dame Mission Volunteers (NDMV) National Office supports the work of NDMV teams around the world. NDMVA facilitates the service of 400+ AmeriCorps members in 20 teams across the US. We are always looking to expand our capacity with talented and committed individuals looking to join our team. Learn more about [NDMVA](#) and our founders, [The Sisters of Notre Dame de Namur](#).

**POSITION SUMMARY**

The Education Award Program (EAP) Site Manager works with NDMV's EAP sites and [AmeriCorps Members](#) by offering teams technical training, service year support, and professional development opportunities. The EAP Site Manager builds and maintains relationships with Education Award Program organizations and Site Supervisors to provide a meaningful service experience for the Members. They must have strong interpersonal skills to help build the program in their cities. This is a remote position that oversees EAP programs in several cities across the country.

**PRIMARY RESPONSIBILITIES**

**Member Support and Professional Development (30%)**

- Plan and conduct AmeriCorps Members' Orientation catered to the NDMVA program and Partnering Site needs
- Conduct monthly member/team check ins and offer individual support to NDMV EAP Members related to personal and professional development and their service positions throughout the service year (a recommended training curriculum is provided)
- Visit EAP Sites at least once per year. Virtually connect with Site Supervisors regularly
- Provide communication and interpretation on NDMV and AmeriCorps policies, procedures, and program activities to Members on a continual basis
- Administer and collect Member bi-annual evaluations from Partnering Sites to track Member growth and success during the service year

**Member Benefit Compliance (20%):**

- Manage EAP OnCorps accounts
- Review and approve timesheets through the OnCorps system
- Communicate with Members about timesheet accuracy and resolve any issues in a timely fashion
- Submit official documentation of Member hours to NDMVA



- Ensure Members complete all required forms and documents as directed by the National Office
- Maintain and manage Member Files in Box including Pre-enrollment, Application, Enrollment, Service Year and Exit Forms

#### **Partnering Site Coordination and Relationship Building (20%)**

- Build and cultivate strong partnerships with the staff and stakeholders at Partnering Sites, ensuring they understand the role of AmeriCorps Members and the value added to their organization by National Service programs
- Ensure Members are building strong relationships with Sites, and that Members are receiving support from their assigned Site Supervisor in regard to professional development and training needed for their service position
- Recruit and cultivate new partnerships and relationships in the community, ensuring new Partner services align with the mission and values of NDMVA
- Provide communication and interpretation on NDMVA and AmeriCorps policies, procedures to Partnering Sites on a continual basis
- Communicate regularly with Partnering Sites to ensure all needs are being met and that they are aware of the full spectrum of NDMVA supports and requirements
- Ensure Partnering Sites are informed of important dates and deadlines in the 'Cycle' of an AmeriCorps Service Year, including Member Meetings, Trainings, Service Projects, Partnering Site Agreements/Contributions/In-Kind, Data Collection, Student Surveys, Member Evaluations, and Recruitment timelines
- Communicate with Partnering Sites about recruitment of new AmeriCorps applicants, the interview process, and security clearances. Report the progress of any applicants in the process in a timely manner
- Work with the Site Supervisors to track Members' professional progress, and NDMVA data collection compliance
- Ensure Partnering Site Agreements are signed and filed in a timely manner
- Collect Partnering Site In-Kind documentation from Partnering Sites and share with National Office staff. Provide invoices to Partnering Sites as needed.

#### **Program Compliance and Data Management (15%):**

- Maintain Site's adherence to standards and national programmatic baselines as advised by the National Office Staff
- Oversee evaluation tools and resources as prescribed by NDMVA and AmeriCorps including Student Surveys and Member Monthly Reports
- Coordinate the collection of data from Members and Partnering Sites
- Ensure deadlines for data collection are met by the Members and Partnering Sites
- Distribute and collect surveys related to the program's Performance Measures
- Oversee finances and budget for the local Site as directed by the NDMVA Finance Department and Executive Director
- Collect documentation and receipts of all program expenses and In-kind Contributions. Submit requests for reimbursements in a timely manner



### **Recruitment (10%)**

- Engage prospective Members to inform them about NDMVA, generate interest to apply, and guide them as needed through the application process
- Log and track engagements with prospective Members and recruitment partners
- Conduct interviews and/or info sessions for applicants. Track applicant progress through the application and security clearance process
- Manage the local Site's e-grants page in the AmeriCorps Portal
- Identify and foster relationships with recruitment partners such as career centers, colleges, professors, student organization leaders, community centers, and public events to promote NDMV opportunities to prospective AmeriCorps Members
- Research and promote opportunities to find new applicants to serve as AmeriCorps Members through events, online platforms, direct outreach, partnerships and other means
- Attend recruitment events in-person and virtually

### **Miscellaneous (5%)**

- Offer input and support to the National Office staff in planning regional and national training events including the Mid-Year Conference
- Attend Site Manager meetings 2 times per year, and monthly virtual meetings
- Attend and Participate in the Mid-Year Training Conference in February
- Other tasks as delineated by the Executive Director

### **QUALIFICATIONS**

- Associate's Degree or equivalent related professional experience
- Alumnus or former staff member of a National or International Service program preferred
- Experience managing people in a professional setting
- Comfort working and meeting job expectations independently
- Ability to operate in ambiguous and changing environments with the demonstrated ability to manage and prioritize projects
- Willingness and ability to handle conflict with tact and professionalism
- Dedication to the mission of the organization
- A demonstrated commitment to diversity, equity, and inclusion
- Proficiency with Microsoft Office platforms, teleconferencing ability, and comfort with learning new computer programs required
- Occasional in and out of state travel required

### **STANDARDS OF PERFORMANCE**

- Accepts shared responsibility and ownership of projects.
- Positive, cheerful influence on others to achieve goals.
- Actively contributes to the achievement of group and organizational goals.
- Composes and edits documents, with an eye for accuracy and style.



- Maintains neat, orderly administrative files.
- Establishes and maintains office systems.
- Cultivate, maintain positive relations
- Attends staff meetings and presentations.

**Compensation:** Salary is commensurate with experience and proven track record.

**Benefits include:** Health/Dental/Vision Insurance (including children and spouse), PTO (personal days, vacation, sick days, parental leave), 403b Retirement Plan, Orientation and opportunities for professional development.

**Location:** Ideally located in Baltimore, MD or some other city where NDMV is currently serving, with openness to other areas of the contiguous U.S.

**To apply, please send a copy of your resume and cover letter to [jobopening@ndmva.org](mailto:jobopening@ndmva.org)  
Three references will be required at a later date.**