



ENGAGE  
ARKANSAS



AmeriCorps

**Engage Arkansas  
AmeriCorps Program Officer**

The Engage Arkansas AmeriCorps Program Officer has overall programmatic oversight of sub-recipient programs. This position facilitates ongoing consultation and technical assistance, providing sound programmatic oversight through formal and informal monitoring and day-to-day communications.

**AmeriCorps Sub-Recipient Oversight**

- Provide programmatic oversight, monitoring, and technical assistance for half of the AmeriCorps State portfolio, including the privately-funded Youth Mental Health Corps initiative
- Maintain knowledge of and ensure sub-recipient compliance with federal and philanthropic regulations, provisions, and directives
- Provide ongoing consultation and technical assistance to programs and sub-recipients on fiscal systems, eGrants operating system, My AmeriCorps, and other web-based record maintenance systems
- Implement annual monitoring plan with site visits and desk audits to ensure consistency with grant terms and conditions, timelines, budgets, and performance measures
- Ensure compliance with all AmeriCorps-required reporting
- Annually complete and maintain certificates for the required AmeriCorps Litmos trainings as outlined in the AmeriCorps Terms and Condition, including but not limited to the AmeriCorps National Service Criminal History Check

**AmeriCorps Program Development and Strategic Planning**

- Stay abreast of developments and trends within the field of national and community service by reading professional publications and attending local, state, national, and international conferences and symposiums
- Monthly participation in that national Youth Mental Health Corps network
- Quarterly review of sub-recipient program reports, evaluating outcomes, assessing program model impact, and/or identifying new program strategies to create desired outcomes
- Promote community and national service as a means of community problem solving, facilitate cooperation of government and community groups to address community problems
- Develop an annual Training and Technical Assistance plan for sub-recipients, coordinating AmeriCorps Program Director mandatory training sessions

- Manage in-person fiscal, programmatic, and member training and recognition events
- Serve as a specialist in service learning, coordinating programming and developing resources for a continuum of service learning from high school to undergraduate
- Develop high-quality AmeriCorps programs by continuously assessing member recruitment and retention data; developing member training and support activities

### **EngageAR Office Management**

- Participate in America Service Commission committees
- Travel to annual training events, including America's Service Commissions' National Service Training, AmeriCorps' National Service Symposium, Youth Mental Health Corps' Collaborative Convening, and other relevant conferences
- Maintain up-to-date sub-recipient program management handbooks and guidance policies and ensure all documents are posted in a timely fashion
- Support Commissioners participating in sub-committees, providing training, information, and resources
- Participate in National Days of Service
- Attend all special and recognition events
- Perform related responsibilities as required or assigned

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