

Job Title: Volunteer Texas Program Officer
Opening Date: July 21, 2026
Salary: \$60,000 - \$65,000 a year with comprehensive benefits

About OneStar

OneStar's mission is to strengthen Texas communities by creating pathways for individuals and organizations to engage, connect, and accelerate their impact. For over four decades there has been an acknowledgment by the State of Texas of the critical importance of civic engagement and volunteering to the strength of our communities. From the creation of the Texas Center for Volunteer Action in 1976 to the formation of its eventual successor, OneStar Foundation in 2004, Texas has maintained its support of a strong nonprofit sector.

Today, OneStar carries out its mission for state government as a supporting nonprofit of the Office of the Governor. We serve as the state's Office of Faith-Based and Community Initiatives and the State Service Commission, managing a portfolio of approximately \$30 million in federal grant funds for AmeriCorps Texas programs. OneStar focuses on strengthening the nonprofit sector, encouraging civic engagement through service and volunteering, and building disaster resiliency across Texas. We are One Texas, united in building resilient and thriving communities.

At OneStar, we are committed to being an exemplary employer, where our employees are our greatest asset. OneStar believes we should model the leadership we hope to see in our communities by embracing a culture and values based on adaptability & learning, partnerships & shared purpose, transparency & trust, and always doing our best work for our fellow Texans.

General Description

OneStar seeks to fill the full-time position of Volunteer Texas Program Officer. This position is funded through a Volunteer Generation Fund grant. This position performs moderately complex work and is responsible for implementation of Volunteer Texas programs. This position reports to the Vice President of Service and Volunteerism, and performs professional work with general supervision and limited latitude for use initiative and independent judgement.

Primary Responsibilities

1. Provides day-to-day oversight, or direct project management, of OneStar's Volunteer Texas initiatives in alignment with the OneStar's mission, vision, and strategic plan.
2. Supports VP of Service and Volunteerism with management of federal Volunteer Generation Fund (VGF) grant, including adherence to all grant requirements as set forth by AmeriCorps, the federal agency; recommends updates to grant applications, performance measures, and program budgets.
3. Serves as the primary contact to Volunteer Texas stakeholders.
4. Lead YouthServe TX program initiative including developing and leading a Youth Council, developing outreach strategy to school districts and high schools throughout Texas, developing and managing youth recognition program.
5. Supports the procurement process for contracts with technology providers, consultants or other training providers to carry out work identified in VGF applications in alignment with federal procurement policies.
6. Manages nomination process for Governor's Volunteer Awards program and supports planning of event.

7. Supports volunteer outreach and promotion activities for Days of Service, such as MLK Day and 9/11 Day of Service and Remembrance.
8. Participates and represents OneStar in program-related workgroups with other state service commissions and other peer groups.
9. Supports preparation of required federal reports for the management of the program.
10. Directly prepares training and operational manuals for Volunteer Texas initiatives.
11. Regularly reviews Volunteer Texas program area functions and operations, identifies areas needing change, and develops recommendations to improve programs or to address areas of concern.
12. Evaluates research findings relative to OneStar's mission, and high-quality statewide volunteer recognition.
13. Contribute to OneStar's thought leadership efforts by helping to write content for publications, newsletters, website, social media, and online resources.
14. May represent OneStar at meetings, conferences, trainings, and/or other events with nonprofit leaders, staff, and other stakeholders, including making remarks or presentations.
15. Work in coordination with the Director of Communications to implement strategies that ensure the marketing of Volunteer Texas initiatives reaches a broad and appropriate constituency.
16. May be assigned to cross-functional teams to support OneStar goals and objectives.
17. Performs related work as assigned consistent with current duties and responsibilities.

Minimum Qualifications

1. 2-5 years of relevant work experience
2. Understanding and commitment to OneStar's mission and strategies and to all its programs and initiatives.
3. Experience working with schools and/or nonprofit organizations is strongly preferred.
4. Experience engaging, recruiting, or managing volunteers is preferred.
5. Must demonstrate flexibility and adaptability in response to evolving external factors, including shifts in federal funding, regulatory changes, and organizational priorities
6. Willing to travel in Texas, and occasionally to other states, for stakeholder meetings and convenings, and special events (approximately 10% time).
7. Graduation from an accredited university with major coursework in a relevant field (equivalent work experience may be substituted for this requirement).

Knowledge, Skills and Abilities Required

1. Knowledge of best practices in network collaboration is preferred.
2. Ability to define problems, collect data, establish facts, draw valid conclusions and provide recommendations.
3. Intellectual curiosity, creativity, high-energy, persistent, quick study, positive attitude.
4. Ability to manage multiple tasks simultaneously and meet multiple deadlines with excellent time management and organizational skills, detail oriented, and the ability to work both independently with general supervision and as part of a project team.
5. Strong verbal and written communication skills.
6. Excellent customer service skills.
7. Ability to think strategically in relationship building and partnership development.
8. Ability to relate to, and engender trust with people of different ages, races, ethnicities, faiths and socioeconomic status.
9. Thorough knowledge of Microsoft Office products.
10. Ability to exercise sound judgment in making critical decisions.
11. Strong interpersonal skills to develop and maintain cooperative, professional and productive work relationships with others.

OneStar Foundation is an equal employment opportunity employer. OneStar does not discriminate against employees or applicants based on race, color, religion, sex, national origin, age, disability, or any other characteristic protected by applicable laws.

It is the policy of OneStar Foundation to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). OneStar will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment, because of a person's physical or mental disability. OneStar will also make reasonable accommodation wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job and provided that any accommodations made do not impose an undue hardship on OneStar.