AmeriCorps Program Coordinator  
(Full time Exempt Position)

Job Description
It is the responsibility of every ODVN employee to uphold the mission and purpose of this agency. The Ohio Domestic Violence Network advances the principle that all people have the right to an oppression and violence-free life; fosters change in our economic, social and political systems and brings leadership expertise and best practices to community programs.

In addition, it is the expectation that all staff will communicate ethically and engage in providing excellent customer service. It is also an expectation that on the individual level all staff members will work to further their personal capacity to foster an environment of equitable and inclusive work culture based on the vision, purpose and values of our Diversity, Equity and Inclusion Strategic Action Plan, that is the foundation for all our work.

The Program Coordinator position will direct implementation of ODVN’s AmeriCorps Program, the Financial Freedom Corps. The program’s primary goals are providing financial empowerment education, youth advocacy, and housing advocacy to survivors by utilizing a network of AmeriCorps members at 20 different agencies across Ohio.

The Coordinator’s primary duties will involve technical assistance to programs and members as well as ensuring compliance with data collection standards during the duration of the grant year.

This job description defines areas for which an individual has primary responsibility and is not intended to limit the scope of the job in any way.

PRIMARY JOB DUTIES:
- Coordinate Criminal Background Checks on potential AmeriCorps applicants.
- Assist in creating, implementing, and standardizing a data collection protocol for the program. Develop training program which teaches members and their sites about the data collection procedure.
  - Collect data about performance outputs and objectives for grant reporting.
  - Conduct program evaluations (preliminary 6 mos. into program, final evaluation 1 year from start of program).
- Standardize materials used for financial education and empowerment; standardize protocol for youth/housing advocacy.
- Build program capacity by recruiting future program sites.
- Assessment of potential new program sites and assisting program sites with member recruitment.
• Work with program sites to develop list of job duties for their AmeriCorps service member based on the program’s needs. Duties should reflect the individual needs of the program site while remaining true to the grant program focus areas of financial empowerment, housing advocacy and/or youth advocacy.

• Conduct quarterly calls with site supervisors.
  o Assess compliance, provide technical assistance, updates on the program, and an opportunity for program sites to discuss what is working well and what is not.

• Conduct monthly calls with members.
  o Provide mentorship and guidance to members, assess compliance, share program updates and provide opportunity for members to discuss the program and their experiences. Daily supervision of members takes place with a designated staff-person at each host site.

• Provision of support and technical assistance to programs.

• Conduct annual program site visits for each agency and additional site visits as needed (travel may be required).

• Resolve/navigate any issues that may arise during the course of the program.
  o Issue warnings/ initiate disciplinary action for program sites/members found to be noncompliant as needed.
  o Mediate any disputes between members and program sites and/or other members

• Collaboration with linked programs such as the REACH Rapid Re-housing Program and ODVN’s own Relocation Program, as well as other ODVN staff and programs or external agencies as appropriate.

• The Program Coordinator will provide supervision of the overall program, its members, and program sites. Daily supervision of the member will be provided by a designated staff person at the program site.

• Other duties as assigned by the Director of Training and Program Services.

• This position is supervised by the Director of Training and Program Services.

**Preferred Qualifications**

• 1+ years of relevant experience working in domestic violence, program capacity building, community collaboration or other related field.

• Demonstrated strong writing skills.

• Demonstrated commitment to survivor-centered advocacy and social justice;

• Proficiency in Excel, Word required. Data Collection/Analysis experience a plus.

• Demonstrated strong organizational skills and time management.

• Demonstrated ability to handle multiple tasks and work independently.

• Valid driver’s license, access to own transportation, and a willingness and ability to travel to in state and out-of-state meetings and conferences 3-4 times per year.

• Experience working with an AmeriCorps program or serving as an AmeriCorps member helpful but not required.

• Demonstrated ability to oversee, manage, and/or develop a program, especially programs that serve DV survivors in shelter.

• Ability to remotely manage/supervise/coordinate multiple members and program staff at program sites around the state of Ohio.

• Excellent communication skills a must.
**Compensation:**
ODVN offers highly competitive salaries based on experience, a generous benefits package including partially paid health insurance for employees and their children; other health insurance policies at low costs to employees such as dental, vision, and short-term disability; Health Savings Account, Flexible Spending Account, retirement plan after one year of employment; and a generous and flexible accrued paid time off benefit.

The starting annual salary for this position is $42,400.

**Location:**
Columbus, Ohio and statewide with potential for remote teleworking to be determined. Please note that this position may require frequent statewide travel to participating member agencies as outlined in the job duties.

**Application Process:**
We value a diverse workforce and an inclusive culture. ODVN encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, or veteran status.

To apply:
Please submit a resume with a cover letter or equivalent, to Alicia Williamson at aliciaw@odvn.org. Please do not submit anything by mail. No telephone inquiries please.

The review of applications will begin immediately. **Scheduling of initial interviews of first round candidates will begin the week of June 6, 2022** progressing until a qualified applicant is hired.

**ODVN is an Equal Opportunity Employer**

*ODVN recognizes the relationship between domestic violence and oppression. Thus, it is committed to becoming an exemplary diverse, equitable and inclusive organization by:*
  * Welcoming diverse people and perspectives*
  * Focusing on areas of inclusion via advocacy, training and leadership*

Ohio Domestic Violence Network
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