

Interfaith Caregivers of Polk County, Inc.

AmeriCorps Job Description Office Manager and Outreach Coordinator Revised 6/30/09



Special Position Announced: Due to special stimulus funding for AmeriCorps from the federal government, one new year-long position of Office Manager/Outreach Coordinator has been created that begins September 1, 2009 and continues until August 31, 2010 to help build the capacity and effectiveness of Interfaith Caregivers of Polk County.

Interfaith Caregivers assists seniors and adults living with disabilities to maintain their independence. We coordinate volunteers to provide rides, visits, chores and other non-medical services for neighbors in Polk County, Wisconsin. This administrative work is based in our office in Balsam Lake, WI. See our website for more info at www.interfaithpolk.org.

PURPOSE: The goal of this position is to increase the number and effectiveness of volunteers, to collaborate with others in support of general outreach and program development, and to manage internal administrative tasks.

RESPONSIBILITIES AND DUTIES:

This position is responsible for assisting the Program Director & staff with:

- Managing daily operations of program including scheduling staff, assigning and supervising office responsibilities, maintaining positive communications, answering phones, maintaining files and records, ordering supplies, and other routine office tasks
- Maintaining community outreach activities outlined in the Communications and Program Development strategic plans including doing speaking engagements, developing press releases, assisting with special events, and grant writing.
- Assisting with volunteer recruitment, screening, orientation and recognition activities
- Taking referrals and matching clients' requests with volunteers' interests, including scheduling rides, visits, chores and other services.
- Participate in planning and evaluation to understand impact of program services.
- And all other tasks as assigned by the program director

QUALIFICATIONS:

- Must be a U.S. citizen or permanent resident between ages of 18-55
- Prefer minimum of a bachelor's degree
- One year of office experience required
- Prefer experience in working with volunteers, seniors and/or adults with disabilities
- Mature individual able to handle difficult situations and confidential information
- Maintain positive, effective working relationships within and outside the program
- Self motivated with strong leadership, management and organizational skills
- Clear and concise oral and written communications skills
- Adequate computer skills, including Microsoft Word, Excel, and Outlook
- Prefer personal knowledge of Polk County & involvement in local organizations

ACCOUNTABLE TO: Program Director & Program Coordinator

BENEFITS: This AmeriCorps position is available at Interfaith Caregivers of Polk County through a partnership with the Milwaukee YMCA. Fulltime benefits include a stipend of \$10,200 (quarterly full time is \$2,550) and health insurance. Applications for this position can be processed beginning immediately.

An education award is given by AmeriCorps at the completion of the program. The award is of \$4,700 for 1700 hours of service, or one year of service. Working an average of about 37.5 hours per week will meet the service hour goals. AmeriCorps members working at Interfaith Caregivers will participate in occasional team training sessions in Milwaukee or be able to attend conferences with other AmeriCorps members throughout the state.

TO APPLY: Download application materials at website www.interfaithpolk.org. Mail the completed application and your resume to Interfaith Caregivers at PO Box 426 Balsam Lake WI. No phone calls. Applications will be processed until the position is filled. Start date is September 1, 2009.