



AmeriCorps Program Coordinator

Mission: *Hands On Gulf Coast inspires, equips, and mobilizes people to address critical needs of the Mississippi Gulf Coast community through volunteerism.*

Hands On Gulf Coast (HOGC) began as Hands On Network's response to the devastation of Hurricanes Katrina and Rita. Based in Biloxi, Mississippi, HOGC has been in operation since February 2006, continuing a partner's operation opened in September 2005. Every week, volunteers from across the country come to Biloxi to work with HOGC in cleaning and rebuilding damaged homes, revitalizing public spaces, and supporting local community organizations. Some deployed volunteers are housed at the HOGC Civic Action Center, a unique and welcoming volunteer community. As recovery from Hurricane Katrina progresses, HOGC is working towards becoming an independent, locally run organization that engages local volunteers in improving their own community through service. HOGC is committed to giving both deployed and local volunteers the chance to participate meaningfully in the recovery of the Gulf Coast; we are also committed to aiding the recovery process in a way that supports the visions, traditions, and efforts of local residents.

Summary of Duties: The Hands On Gulf Coast (HOGC) AmeriCorps Program Coordinator serves under the supervision of the Program Director and plays a role as a member of the leadership team of HOGC. The Coordinator supports the management of programmatic and administrative processes, is responsible for personnel management of AmeriCorps members, and will be a primary point of contact for the program.

Primary Responsibilities:

- Coordinate and develop HOGC AmeriCorps program through member recruitment, selection, retention and recognition
- Serve as primary point of contact for partner organizations receiving AmeriCorps members and volunteers from HOGC,
- Support the logistical planning and coordinating of member trainings, including agenda planning, materials development, and onsite logistics
- Coordinate the development of tools and curriculum for AmeriCorps members' involvement in implementing Hands On Gulf Coast programming.
- Develop and manage a system for recognition of AmeriCorps members meeting and exceeding goals
- Support the continuous improvement of the AmeriCorps program
- Support HOGC's programs through management of AmeriCorps members
- Oversee programs and ensure quality project development and sustainability
- Collect, track and report programmatic data
- Coordinate HOGC's volunteer base through management of communication, logistics and scheduling
- Other duties as assigned

Qualifications:

- BA desired and some experience in nonprofits with a focus on leadership development, program development/management
- At least two years experience managing volunteers and volunteer-based programs
- Intense interest in national program management
- Desire to implement innovative strategies for civic engagement with creative flair



- Excellent organizational skills and ability to meet aggressive timelines
- Outstanding planning skills - the capacity to strategically imagine, plan and implement new ideas
- Excellent oral and written communication skills
- Ability to work independently and as part of a team
- Strong interpersonal, analytical and problem solving skills
- Excellent customer service skills and a diplomatic style
- Proficiency in with computer and Internet based tools such as Microsoft Office, Office, Salesforce, and Google Apps
- Knowledge of federal grants administration

Salary: Competitive and based upon experience.

To apply, email resume and cover letter to: resumes@handsongulfcoast.org