



AmeriCorps St. Louis

See the Need, Meet the Need



1315 Ann Avenue · St. Louis, MO 63104 · (314) 772-9002 · acstl.org · admin@americorps-stl.org ·

AMERICORPS ST. LOUIS : SERVICE PARTNERSHIPS DIRECTOR

Type:	Full Time - Exempt	Starting Salary:	\$38,000 – \$45,000 – DOE
Location:	St. Louis, MO 63104	Benefits Eligible:	Full per Staff Policies
Reports to:	Executive Director		

POSITION SUMMARY:

The Service Partnerships Director will lead program implementation and execution to ensure all stakeholders have an exceptional experience. The Service Partnerships Director will develop and maintain effective relationships with key partners within the focus areas of Conservation and Disaster Response, including responsibility for securing service agreements and setting the annual service plan. ACSTL partners are located throughout Missouri (and southern Illinois) and periodic regional travel is likely. Through the facilitation of training and ongoing coaching, the Service Partnerships Director will also develop relationships with enrolled AmeriCorps members throughout their term. Additionally, the Service Partnerships Director is responsible for ensuring the program meets all standards and requirements of the AmeriCorps grant, involving regular member administrative and outcomes reporting duties.

The Service Partnerships Director is integral to ACSTL's goal of administering diverse projects, as well as providing training, project coordination, logistical support, and leadership to ensure a positive and meaningful experience for Members. The Service Partnerships Director will collaborate with the Field Staff to see that member teams operate safely, efficiently, and effectively, with the greatest impacts for participants and partners.

ESSENTIAL RESPONSIBILITIES:

Leadership

- Lead the development and implementation of high-quality programming to achieve positive Member experiences and exceptional project accomplishments
- Collaborate to develop a strategy for programmatic sustainability and alignment with ACSTL strategic plan objectives
- Represents ACSTL at regional and national conferences as needed

Project / Program Development

- Plan and oversee the implementation of all ACSTL field service projects and programming
- Develop and maintain positive partners relationships and service agreements to support program budget
- Coordinate comprehensive project calendar supported by partner / grant agreements
- Direct the execution of pre-site visits, documentation of project specifications, and maintain an understanding the related billing rates and required performance measures for all agreements
- Develop, maintain and uphold partner policies to meet program objectives
- Inform and manage budgets and purchasing (food, supplies, etc.) for member project teams
- Oversee the preparation and distribution of weekly project plans, project binders and lead project briefings / debriefings
- Provide administrative and logistical support required for project execution to field staff and team leads members
- Contribute to the preparation of grants that will support ACSTL completion of desired projects
- Collaborate with the Program team to develop plans and funding to support full-corps training or culmination trips
- Implement, maintain, and refine programmatic policies and procedures

Development & Training

- Assist the program staff to develop and implement technical and fundamental training.
- Oversee the supervision of Members to ensure adherence to quality standards, policies and procedures, and provide timely and relevant coaching as needed
- Support updates and improvement of applicable training manuals, educational materials, policies and procedures and other resources in collaboration with ACSTL staff

- Implement activities to recognize member achievements, including an annual completion ceremony and awards

Reporting & Member Administration

- Manage the use of Project Reports, AARs and Partner surveys for program evaluation, grant reporting and billing
 - Support the preparation of partner ‘summary of service’ and member ‘description of service’ reports
 - Review and approve Member timesheets and time-off requests
 - Partner with the Member Development Director to assist Members who are facing personal challenges or disciplinary issues
 - Oversee the documentation of member interaction and disciplinary issues, including the development and implementation of member performance improvement plans
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MINIMUM QUALIFICATIONS

- Minimum of three years of supervisory experience in relevant field
- Minimum of three years experience with contract management and/or grant compliance
- Proven ability to effectively work on diverse teams or with a variety of populations
- Demonstrates flexibility, adaptability; capacity to work in a fluid, changing work environment.
- Ability to carry out assigned work independently or with minimal supervision
- Ability manage complexity, cultivate innovation, and influence positive results for self and others
- Excellent written/verbal communication skills
- Demonstrate good judgment and problem solving in emergency situations.
- Familiarity with AmeriCorps and local, state and federal natural resource and disaster response agencies
- Experience with Microsoft Office and Google Suite applications, and cloud-based CRM systems
- Experience in coordination of trainings and coaching
- Valid driver’s license with insurable driving record and satisfactory criminal history background check

PREFERRED QUALIFICATIONS

- Bachelor’s Degree in relevant field
 - Experience in national service, leadership development or workforce development programs
 - Technical conservation experience including use of chainsaws / crosscut saws; trail construction and maintenance; project estimation, implementation, and management; invasive species removal and herbicide application
 - Technical certifications in saw use, wildland fire management and disaster response
 - Working knowledge of natural resource project management such as trail construction, watershed restoration, forest/prairie management, and wildlife habitat improvement.
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SITE CONDITIONS

Flexibility in working hours is required on evenings, weekends and holidays as needed. Periodic overnight travel required. To successfully perform essential functions this position is required to sit, stand, walk, speak, and hear. This position may be required to climb, balance, stop, kneel, crouch or crawl on an infrequent basis. They must be able to operate office equipment, telephone, and computer. The ability to drive an organizational vehicle is also required. Reasonable accommodations may be made for qualified individuals with disabilities to perform the essential functions.

ACSTL is committed to building a culturally diverse faculty and fostering an environment of respect and inclusiveness amongst all individuals regardless of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information, or disability, as defined and required by state and federal laws.

While this position description describes the general nature and level of work being performed, it is not an exhaustive list of all responsibilities, duties and skills required. All positions at ACSTL may require duties outside of normal responsibilities.

TO APPLY

Apply online at www.americorps-stl.org/join-our-staff/. A resume, cover letter and contact information for 3 references is required. Cover letter should include a description of a past experience of serving effectively with diverse communities to accomplish successful projects, in a professional or volunteer role. If you do not have access to apply online, please email your resume, cover letter and references to hr@americorps-stl.org with the subject line “Service Partnerships Director – Applicant.”

ORGANIZATION / PROGRAM SUMMARY:

Founded in 1994, AmeriCorps St. Louis (ACSTL) is a non-profit organization, engaging AmeriCorps National Service Volunteers in community service initiatives addressing critical unmet needs in the areas of Disaster Response, Environmental Conservation, & Wildland Firefighting. ACSTL focuses on the training and development of the next generation of public service leaders while building the capacity of partner agencies to achieve impactful community results. AmeriCorps St. Louis Members serve within a 42-Member Corps for 11-month terms, earning a monthly living stipend and an AmeriCorps Education Award upon successful completion of their term. Through training and partnerships with conservation agencies, Members gain the personal and professional skills needed to carry out a variety of stewardship projects. More importantly, Members gain skills needed to become economically and socially self-sufficient, benefit their communities, and recognize that they can make a positive difference. ACSTL operates as many as 8 crews at a time primarily throughout Missouri, completing projects in partnership with non-profit, local, state, and federal agencies. Staff focus on program development, equipment and logistics support, and Member development.