Job Title: AmeriCorps/VISTA Program Manager
Status: Full Time, Exempt; Benefits Eligible
Reports to: Director of Programs

The Arizona Food Bank Network (AzFBN) is a 501(c)(3) nonprofit organization looking for a committed, service-driven person who values our vision of a hunger-free Arizona.

Position Description
If you have a passion for national service and supporting others to more effectively combat hunger throughout the state, this position is for you! AzFBN works with partners who implement feeding and nutrition programs that serve clients in need. As a facilitator, coordinator, and instigator, our work supports others in ending hunger and poverty.

This position is part of AzFBN’s Member Services program, which supports AzFBN’s network of food banks to combat food insecurity, ensuring that the network is positioned to help as many people as need it. AzFBN provides partners with access to this AmeriCorps VISTA program to expand the impact, reach, and sustainability of their anti-hunger programs.

AzFBN serves as an AmeriCorps Volunteer In Service To America (VISTA) intermediary, or sponsor, providing nonprofit partners throughout the state an opportunity to obtain a one year full-time national service member (VISTA volunteer) at a very low cost to work on a food security project of the host organization’s design. AzFBN manages the AmeriCorps federal grant, ensures proper project reporting and compliance, provides guidance to host sites to ensure successful project design and implementation, leads recruiting and hiring efforts, and provides supplemental support and professional development to VISTAs. AmeriCorps pays the living stipend and benefits of each VISTA and provides AzFBN with grant funding to support this program.

The Program Manager will oversee and manage all facets of the program, ensuring complete project success. This includes guiding host sites, supporting VISTAs, managing the federal grant, maintaining AmeriCorps compliance, performing recruiting and onboarding of VISTAs, and increasing awareness of the program within the community. The ideal candidate will be effective at managing a team, training others, developing and scaling programs, crafting grant reports and other technical documents, and should have familiarity with the AmeriCorps program.

Key Skills, Knowledge and Abilities:
• Knowledge of AmeriCorps VISTA and/or national service.
• Proven ability to run projects.
• Ability to lead, manage, and motivate a team to achieve results and instill new capacity through guidance, training, and coaching.
• Excellent verbal and written communication skills, including tailoring messaging according to the audience, and formulating persuasive written documents.
• Federal grants management, including compliance, monitoring, and reporting.
• Comfort synthesizing data and completing complex reports.
• Knowledge and experience with effective recruiting and hiring practices.
• Ability to self-direct and deliver results with limited oversight.
• Excellent organizational skills and ability to work on multiple projects concurrently.
• Strong outreach and networking skills.

Primary Responsibilities:
• Support sites, VISTA members, and VISTA Leaders participating in AzFBN’s VISTA program to fill the number of AmeriCorps granted slots.
• Manage all aspects of the AmeriCorps federal grant, including writing annual continuation applications, submitting regular reports, and developing project plans and corresponding performance measurements.
• Onboard VISTA host sites, which includes evaluating project proposals, guiding sites in crafting impactful and compliant VISTA projects, ensuring all requisite accompanying documents and elements are completed, supporting them in recruiting applicants, and training host site supervisors.
• Implement expansion of VISTA member recruiting, hiring, onboarding, and orientation in coordination with host site supervisors.
• Coach and support VISTA Leaders and VISTA members to be successful in their project implementation.
• Oversee professional development training for VISTA members (with support from VISTA Leaders).
• Supervise team of up to 3 VISTA Leaders who support up to 30 statewide VISTAs and projects.
• Ensure AzFBN’s AmeriCorps VISTA program compliance and that of host sites and VISTAs.
• Manage program monitoring, reporting, and evaluation.

Minimum Qualifications for Education, Training and Experience:
Bachelor’s Degree and prior experience with AmeriCorps or other service programs (Peace Corps or similar). Experience managing a team, program management, recruiting and hiring, and crafting program and grant documents are preferred. Familiarity with hunger and poverty issues, especially in Arizona, or willingness to learn. Valid Arizona Driver’s License and the willingness to travel routinely in Maricopa County and occasionally in other parts of the state. Must have reliable transportation.

AzFBN is currently operating in a hybrid model: in office and telecommuting is available.

Salary Range: $50,000-$55,000 depending upon experience and qualifications

To apply: Please email a cover letter and resume with details of prior experience to Terri Shoemaker, terri@azfoodbanks.org.