

**OPEN POSITION WITH MICHIGAN CAMPUS COMPACT/VOLUNTEER CENTERS  
OF MICHIGAN**

**AmeriCorps\*VISTA Program Manager**

*Please share widely.*

**Title:** Program Manager AmeriCorps\*VISTA

**Supervisor:** Michigan Campus Compact Executive Director and the Executive Director of Volunteer Centers of Michigan

**Purpose:** The Program Manager AmeriCorps\*VISTA position will coordinate and oversee the Michigan Campus Compact AmeriCorps\*VISTA program grant and work collaboratively with the campuses to support AmeriCorps\*VISTA members across the state. This position will work collaboratively with the Michigan Campus Compact and Volunteer Centers of Michigan.

**Position responsibilities:**

- Manage, coordinate and report on two AmeriCorps\*VISTA programs in Michigan, with between 20-30 members.
- Coordinate competitive grant processes.
- Run a recruitment campaign for members.
- Conduct site visits to campuses and Volunteer centers.
- Support campuses and volunteer centers in applying for, hiring and placing members.
- Coordinate and run trainings and gatherings for VISTA members and onsite supervisors, both in state and out of state.
- Work closely with the Michigan office for the Corporation for National and Community Service.
- Provide oversight and guidance to the VISTA Leader.
- Collect and gather data and stories on these programs to inform and highlight the program.
- Assist in coordinating alumni efforts for the AmeriCorps\*VISTA program.
- Respond to questions from members and constituents regarding the program.
- Contribute to other areas and partners within MCC, VCM and MNA, including assisting in affiliate's events and program assistance as assigned.
- Other duties as assigned.

**Exempt or Non-Exempt:** This position is a Non-Exempt status, and does receive overtime pay compensation.

This position is determined by grant funding.

This position requires travel out of state, as well as in state. Reliable transportation is needed. Experience with National Service programs is desired.

To apply, please send resume and cover letter with salary requirements to Lisa Keefer, Director of Finance and Human Resources, Michigan Nonprofit Association, 1048 Pierpont, Suite 3, Lansing MI 48911 or via email at [lkeefe@mnaonline.org](mailto:lkeefe@mnaonline.org).