



JOB TITLE: VISTA PROGRAM MANAGER

DESCRIPTION:

THN seeks to fill the full-time position of VISTA Program Manager. This position supports communities through THN's Statewide Initiatives and Texas Balance of State's (TX BoS CoC) programs. Host sites in Texas' communities utilize VISTA members to assist in the implementation of projects such as Continuum of Care planning, Coordinated Entry, SOAR (SSI/SSDI, Outreach, Access, and Recovery) implementation, Resource Development, Employment Navigation program development and training, Resource Development, Coalition Building, and the Point-in-Time count planning.

Primary functions are related to supporting THN's role in administering an AmeriCorps VISTA intermediary program. The Program Manager position performs moderately complex professional work under general supervision with moderate latitude for the use of initiative and independent judgment. This position reports to the President/CEO. This position is grant funded and employment is contingent on the continued receipt of grant funds.

QUALIFICATIONS:

- 2 to 5 years of relevant work experience; 3 to 5 years of relevant work experience is preferred.
- Understanding and commitment to THN's mission and strategies and to all its programs and initiatives.
- Understanding and commitment to THN's Core Values and Code of Ethics.
- AmeriCorps VISTA program and member management experience is strongly preferred.
- Personal AmeriCorps service experience is preferred.
- Experience working with nonprofit organizations is preferred.
- Willing to travel in Texas for sub-site training and monitoring visits (approximately 10% time). Travel expenses are covered by THN and VISTA member host sites.
- Equivalent work experience may be substituted for these requirements.
- Criminal Background Check Required



ESSENTIAL DUTIES AND RESPONSIBILITIES:

VISTA Host Site Support

- Work with host sites on member recruitment and the placement process to include selecting and conducting a phone interview with qualifying candidates prior to recommending to subsites;
- Work to identify non-compliance issues and may develop recommendations to management on steps to resolve non-compliance ranging from corrective action plans to termination of site placements; develops and monitors corrective action plans for sites in assigned portfolio. Keep President/CEO informed of all significant developments, and immediately alerts management of any possible signs of fraud or mismanagement of resources
- Assist in identifying and assembling subject matter for training of site supervisors and schedules time and space for training;
- Train and orient site supervisors.
- Provide technical assistance for developing strong VISTA projects;
- Conduct site visits to host sites throughout year, as necessary;

Member Support

- Run a recruitment campaign for members;
- Support candidates throughout the member recruitment and placement process;
- Train and orient AmeriCorps VISTA members.
- Set up regular communication to ensure success of VISTA project.
- Provide any necessary training throughout project year.
- Track project progress through Monthly Reports and Bi-Weekly timesheets

Supervision & Management

- Provide oversight and guidance to any VISTA Leaders.
- Supervise or provide management support to supervisors of VISTA members placed at THN.
- Meet weekly with each VISTA direct report.
- Provide on-going coaching, supervision, and feedback to VISTA direct reports.

Training Plan & Curriculum Development

- Assist in identifying and assembling subject matter for training of AmeriCorps VISTA Members and set up training via webinar.
- Conduct training needs assessments;



- Develop courses, curriculum, and training modules for use with THN VISTA member(s) and other host sites.
- Ensure that the racial, cultural, and class diversity within the team is honored and taken into consideration when developing and implementing dialogue and training.
- Assist members with development of related project training curriculum and training plan for community partners.

Budget Management

- Monitor program budget in collaboration with the Director of Finance and Human Resources and President/CEO.
- Request and send invoices to host sites for placement deposit and fees.
- Ensure host site payments are accurate, recorded, and made in a timely manner.
- Monitor and report any increase in cost-share amounts with CNCS to President/CEO.

Evaluation and Reporting

- Maintain record keeping systems for the program and improve as needed
- Contribute to and assemble program related reports for the Corporation for National and Community Service.
- Review, verify, analyze and document program performance, progress and impact via regular programmatic reports from sites.
- Attend meetings and workshops to increase awareness and understanding of the program and its functions.
- Prepare and assist in the preparation of written materials for printing and distribution (e.g., flyers, newsletters, promotional advertisements, posters, press releases).
- Respond to questions from members and constituents regarding the program.
- Work closely with the Texas office for the Corporation for National and Community Service.
- Coordinate with the Director of Development & Communications and collect and gather data and stories on the VISTA program to inform and highlight the program to funders and constituents via required federal reporting, media releases, and other online communication outlets.



Other

- Coordinate with the Director of Development & Communications to contribute to Texas Homeless Network's education and public outreach efforts by helping to write content for publications, newsletters, website, social media, and online resources, and the design and presentation of workshops and/or other trainings on topics related to the VISTA project.
- Compose and submit project amendments and annual continuation into eGrants.
- Compose Volunteer Assignment Descriptions for new VISTA members when needed.
- May assist with developing grant applications that support the area of service and support.
- May supervise and/or coordinate the project work of others.
- May perform other duties as assigned consistent with current duties and responsibilities.

EXPERIENCE/SKILLS REQUIRED:

- Knowledge of best practices in AmeriCorps VISTA program and member management is preferred.
- Knowledge of best practices in program evaluation and performance measurement.
- Knowledge of AmeriCorps federal regulations, provisions, and other AmeriCorps VISTA-specific program directives is preferred.
- Ability to define problems, collect data, establish facts, draw valid conclusions and provide recommendations.
- Ability to manage multiple tasks simultaneously and meet multiple deadlines with excellent time management and organizational skills, detail oriented, and the ability to work both independently with general supervision and as part of a project team.
- Strong verbal and written communication skills.
- Excellent customer service skills.
- Working knowledge of homelessness.
- Ability to relate to, and engender trust with people of different ages, races, ethnicities, and socioeconomic status.
- Thorough knowledge of Microsoft Office products.
- Strong interpersonal skills to develop and maintain cooperative, professional and productive work relationships with others.
- Desire to mentor and lead VISTA members through successful projects and beyond



WORKING CONDITIONS:

- Must be available to travel up to 20 percent of the time.
- Must be able to lift small to medium packages (less than 40 pounds)

PAY AND BENEFITS:

- Pay commensurate with experience. Please include salary history on resume.
- Benefits provided include health insurance, dental insurance and a retirement plan.

HOW TO APPLY: Email a cover letter and a resumé to hr@thn.org The application deadline is May 21, 2019.

ABOUT THN

Texas Homeless Network (THN) is a non-profit membership-based organization helping communities strategically plan to prevent and end homelessness. THN works to end homelessness in Texas by collaborating with all communities, large and small, across the state to build systems to achieve this goal. We coordinate local and national advocacy efforts, data collection and research, host an annual statewide conference, and serve as the host agency for the Texas Balance of State Continuum of Care (CoC) where we assist in the coordination of programs and funding.