



Campus Compact Mid-Atlantic

Position Title

VISTA Program Manager

About CCMA

Campus Compact Mid-Atlantic (CCMA), located at Hood College in Frederick, MD, is a regional higher education consortium in Maryland, DC, and Delaware. We strengthen a culture of civic and community engagement for students, faculty, and staff throughout the Mid-Atlantic. Our vision is to play an integral role in the development of global citizens who actively contribute to creating equitable, healthy, sustainable, and socially just communities. Our mission is to mobilize the collective commitment and capacity of higher education to actively advance positive change with our communities through civic and community engagement. CCMA is affiliated with a national network of place-based regional Compacts and the national Campus Compact.

About the Position

The CCMA VISTA Program Manager is responsible for the management and oversight of our regional AmeriCorps VISTA program, an anti-poverty initiative focused on building the capacity of campuses – together with their community partners – to strengthen the lives of the members of those communities. The VISTA grant is a core part of CCMA’s collective impact initiative, is central to institutional member engagement, and supports the organization’s mission, vision, and values and commitment to advancing equity. The VISTA Program Manager is part of a dynamic, high-collaboration staff team which works to provide the highest level of service to all CCMA stakeholders, including members, community partners, donors, and government agencies. This position reports to the Executive Director.

Essential Responsibilities

Grant Management & Supervision (20%)

- Oversee the federal AmeriCorps VISTA grant management process including quarterly/semi-annual grant reporting, annual grant renewal, and compliance with federal AmeriCorps VISTA regulations; maintain regular communication and strong partnership with the funding agency the Corporation for National and Community Service (CNCS);
- Supervise at least two (full-time) AmeriCorps VISTA Leaders and new hires who assist in program coordination, providing oversight, guidance, coaching, and support;

Host Site Project Cultivation and Support (25%)

- Manage competitive sub-grantee application development process to fill all available positions; VISTA member recruitment, selection, and placement process for approximately 35-40 full-time CCMA AmeriCorps VISTA members;
- Coordinate outreach and technical assistance to member and non-member institutions to mobilize full participation in the VISTA grant;
- Initiate site visits to prospective project sites for VISTA projects to cultivate strong projects;
- Support campuses throughout the member recruitment and placement process;

VISTA Member and Site Support and Professional Development (25%)

- Provide technical assistance, resources, and support to VISTA supervisors and VISTA members, including site visits and coordinating communities of practice such as affinity resource and support groups;
- Run a recruitment campaign for members, ensuring recruitment of a diverse team that represents the values and students we serve;
- Support candidates throughout the member recruitment and placement process;

- Provide orientation and on-going technical assistance and project support to VISTA team, in coordination with the VISTA Leader(s);
- Draft professional development curriculum, and training modules for use with VISTA team and other Campus Compact constituents especially training on issues related to racial justice and equity;
- Plan, coordinate, and lead professional development curriculum for VISTA members including orientation for new members, monthly Zoom calls, and quarterly workshops; curriculum focuses on leadership development, advancing equity, diversity and inclusion, and community organizing; collaborate closely with other CCMA staff to provide workshops on collective impact;
- Orient and provide ongoing professional development to campus supervisors including co-creating a culture of support, diversity, equity, and inclusion for grantees supervisors and VISTA members with human relations concerns;

Evaluation, Reporting and Communications (20%)

- Gather and analyze data and collect and share stories in a diverse, equitable, and inclusive manner, to inform and highlight program impact to funders, key stakeholders, and constituents via required federal reporting, media releases, and online communication outlets;
- Develop and maintain record-keeping systems for the program;
- Prepare and submit program related reports; support subgrantees using Egrants;
- Analyze program data and implement changes to ensure continuous improvement;
- Prepare and assist in the preparation of written materials for printing and distribution (e.g., flyers, newsletters, promotional advertisements, posters, press releases);

Network and Alumni Engagement and Other (10%)

- Develop and coordinate CCMA VISTA alumni engagement including involving our diverse alumni as speakers and mentors with current cohort, (Zoom) networking events, e-newsletters;
- Collaborate with CCMA team to integrate VISTA into CCMA's strategic priorities and broader educational equity agenda
- Initiate integration of the VISTA project into member institution engagement through strategic partnership development, resource sharing, and professional development;
- Contribute to other CCMA initiatives, including assisting with other events and programs;
- Support Corporation for National and Community Service sponsored initiatives such as national Days of Service;
- Other duties as assigned.

Essential Characteristics, Qualifications, Experience, Knowledge, Skills, and Understandings

- Holds personal values which align with organization's mission, vision, values, and equity work;
- Demonstrates growth-mindset, service-orientation and self-awareness;
- Approaches new tasks with flexibility and the enthusiasm and curiosity of a life-long learner;
- Exhibits excellent written and verbal communication skills via telephone, email, Zoom, and in-person with diverse stakeholders including campus representatives, VISTA members, VISTA supervisors, community partners, the media, and legislators;
- Has a passion for learning, community development, collaboration, and supporting others' growth;
- Demonstrates ability to maintain flexible service-orientation under time-management pressure;
- Holds at least a Bachelor's degree in related field with minimum 3 years of experience in grant and program coordination in the non-profit sector; (Master's degree strongly preferred);
- Has background with higher education/ community partnerships, service-learning and community-based learning, experiential education, and related fields;
- Has experience with AmeriCorps VISTA or national service programs and the development of young professionals as leaders, particularly through mentoring, coaching, and social change model of leadership development;
- Shows a proven record of holding self and team accountable for high-expectation performance goals;
- Possesses excellent organizational and time management skills: meets deadlines and prioritizes multiple projects independently; self-motivated initiative;

- Is detail-oriented; capable of managing specific documentation for compliance and accountability;
- Shows aptitude for developing diverse talent through performance plans and reviews;
- Is experienced in program coordination including event planning, training/adult education, media/public relations;
- Has experience in teaching and/or public speaking, especially around team-building and professional development;
- Demonstrates an ability to work collaboratively as a member of a team;
- Experienced in training in human relations and/or mediation and Appreciative Inquiry a plus;
- Shows proficiency in Microsoft Office Suite, PowerPoint, Publisher;
- Is familiar with social media, website maintenance, and InDesign/graphic design, databases.

Parameters and Special Notes

This is a full-time (40 hours per week), overtime exempt, salaried, grant-funded position and is provisional to the continuation of the grant. CCMA has managed this AmeriCorps VISTA grant since its inception in 2008. A background check is required. Benefits include health insurance, earned vacation, sick leave, retirement contribution. Successful candidates will be expected to contribute strongly to advancing equity in the organization and network. The Program Manager is responsible for providing her/his own transportation (current driver's license and insurance required) for campus visits within the Maryland-DC-Delaware region and will be available for overnight travel a few times a year to represent the CCMA at regional/ national meetings. Flexibility for an extended work-day for in-region site (campus) visits a few times a year is expected. Starting salary will be dependent upon qualifications and experience. See links for [AmeriCorps VISTA](#), [Campus Compact Mid-Atlantic VISTA Program](#).

To Apply

Please email cover letter, resume, responses to supplemental questions (below), three references, and salary requirements, *merged into one PDF*, to applications@ccmidatlantic.org with "VISTA Program Manager" in the subject line, followed by your first and last names *in all caps*. [Example: VISTA Program Manager: MARCEL RIVERA.] Incomplete applications will not be reviewed.

Required Supplemental Questions:

1. Please describe your personal commitment to justice and equity, as well as any experience you have training others on these issues.
2. Explain your experience managing other national service programs. If you have not managed a national service program, share an experience or the skills you possess that would allow you to effectively manage a complex, multi-site program, spread across a broad geographic area with attention to detail and interpersonal relationships.

Timeline

Review of applications will begin April 5, 2021 and continue until the position is filled. For best consideration, submit application by Friday, April 16th, 2021. Target start date: Tuesday, May 18th, 2021.

Note: *During COVID-19, all CCMA staff are teleworking. Meetings and site visits are virtual. After the pandemic subsides, it is expected that the person in this position will be able to work out of the Frederick office and conduct site visits throughout the region. Provisional arrangements will be re-evaluated regularly.*

CCMA, a 501c3, is accredited and recognized by Maryland Nonprofits for [Standards of Excellence](#). Our culture combines that of a regional higher education association with a small "boots-on-the-ground" non-profit organization. CCMA is proud to be an equal opportunity employer. We are committed to advancing equity throughout the Mid-Atlantic region. We have a clear vision to be the place where a diverse mix of talented people want to come, to stay, and do their best work. Promoting justice, equity, diversity, and inclusion is central to our organization's purpose. Through the national Campus Compact network and Hood College, employees have access to resource and support groups. CCMA is an [Employer of National Service](#) and will give priority to applicants who have performed national or other types of service.