

SCI Social Capital Inc.  
**SCI AmeriCorps Program Manager**



The mission of Social Capital Inc. (SCI) is to strengthen communities by connecting diverse individuals and organizations through civic engagement initiatives. SCI achieves its mission by training and supporting emerging leaders to become “social capitalists” who can collaborate effectively, make connections, bridge differences, and nurture social networks to make a difference.

The SCI AmeriCorps Program Manager oversees our AmeriCorps program to ensure that we achieve our goals and meet the federal AmeriCorps grant requirements. Full-time AmeriCorps members, placed with community partner agencies across Eastern Massachusetts, play a central role in carrying out SCI’s mission. The position will be based at SCI’s headquarters in Woburn with frequent travel throughout the Greater Boston/Southeastern Massachusetts area.

**SCI is seeking an energetic professional who combines a strong attention to detail needed to ensure program compliance with ability to provide leadership on the substance of SCI AmeriCorps’ programming.**

**Responsibilities:**

- Manage all AmeriCorps program requirements, including
  - Tracking progress on program goals and taking steps to ensure goals are achieved.
  - Ensuring compliance with all program regulations, including properly maintaining individual member files
  - Collecting and tracking member timesheet data; and taking prompt corrective action should AmeriCorps members fall behind in hours and/or timesheet reporting.
  - Representing SCI at AmeriCorps program director meetings
  - Serving as primary liaison with the Mass. Service Alliance (the state AmeriCorps funding entity)
  - Compiling data on program and preparing program reports.
- Foster program quality, continuous improvement and innovation through activities including observing and reviewing program activities and materials for alignment with curriculum and standards; sharing resources with and providing feedback to members and partners.
- Manage the SCI Program Assistant, including oversight of member expense reports, AmeriCorps financial reimbursements and host site billing.
- Coordinate SCI AmeriCorps recruitment & placement.
- Coordinate SCI AmeriCorps member training, learning and development activities—including planning overall schedule of activities and liaisons with others involved in curriculum development and implementation.
- Maintaining strong relationships with SCI AmeriCorps host agencies and other community partners.
- Implementing regular communication systems with AmeriCorps members, supervisors, and other stakeholders; and responding promptly to questions and issues as they arise.
- Work with other staff to market SCI and its programs, including representing SCI at community events, writing press releases, blog posts, etc.
- Collaborate with SCI President and other staff on new program opportunities and partnerships.
- Provide input and support on fund development activities that require program input/involvement.
- As a member of the SCI management staff, help plan and attend some board meetings and provide support for fundraisers and other organizational events.
- Other duties as assigned—including pitching in on organizational tasks shared by our small team of staff.

**Qualifications:** The ideal candidate will possess the following qualifications:

- Commitment to the mission and values of SCI & AmeriCorps.
- Strong attention to detail and organizational skills, including managing data and other information, is essential. Experience with the following tasks helpful: reporting, compiling data, managing compliance with grant requirements.
- Strong written, oral and interpersonal communication skills.
- Experience supervising staff and/or volunteers is helpful.

- Ability to provide content guidance and support to our SCI two AmeriCorps teams (Youth Leadership; Volunteer Outreach)—past experience related to the focus of these teams is helpful.
- Experience developing and delivering training workshops.
- Experience with AmeriCorps, recruitment, civic engagement, volunteerism, community development and community technology.
- Ability to work collaboratively with a diverse group of stakeholders.
- Ability to articulate the importance of building social capital and increasing civic engagement.
- Strong computer skills required, including command of Google & Microsoft office suite. Ability to use, following training if needed, SCI technology tools including community portals, intranet and Google email/calendar/documents system.
- Cultural competency essential; bilingual or multilingual skills a plus.
- Ability to travel frequently within the Greater Boston area during business hours and to attend evening and weekend meetings as needed (average of 1 such meeting per week).
- Experience with AmeriCorps and/or other federal programs is highly desirable. *AmeriCorps alums are encouraged to apply!*
- Bachelor’s degree and full-time professional experience in the field required, relevant graduate work helpful but not required.

**Benefits:** This full-time position is budgeted at a starting salary in the low to mid-30s.

**We are looking to fill this position ASAP, & will screen candidates on a rolling basis.**

**Please send cover letter & resume to [AmeriCorps@socialcapitalinc.org](mailto:AmeriCorps@socialcapitalinc.org)  
Please include “SCI Program Manager Application” in the subject line**

**For more information about our organization, visit [www.socialcapitalinc.org](http://www.socialcapitalinc.org)**

*SCI is an Equal Opportunity Employer and actively seeks a diverse applicant pool. SCI welcomes applications from people with disabilities and will make reasonable accommodations upon request.*