



Position Description: AmeriCorps Planning Coordinator

The position description will serve as the core document for all human resource functions such as recruitment.

AmeriCorps Planning Coordinator
Staff

Supervisor
Associate Director

This is a full-time (40 hours/week) position that will begin September 1, 2022 and last for one year. This position is contingent upon HMHB receiving final confirmation of the relevant grant award. If it is determined that HMHB will implement an AmeriCorps project after the planning grant year, this position may convert to a project implementation and management (as opposed to planning) position. This position may be performed in the HMHB office or remotely within Montana, but Helena location is preferred. This position may also require a National Service Criminal History Check and/or background check before employment commences.

Work Address and Phone

318-20 N. Last Chance Gulch, Suite 2C
Helena, Montana 59601
(406) 449-8611

Mission Statement and Organizational Overview

Healthy Mothers, Healthy Babies (HMHB) is a 501(c)(3), non-profit organization that endeavors to improve the health, safety, and well-being of Montana families by supporting mothers and babies, age zero to three. Since 1984, through programs and partnerships with national, state, and local organizations, HMHB has provided services, advocacy and leadership to improve the health, safety and well-being of Montana's pregnant women, young children, families and communities through prevention, education, training, and monitoring health and health-related services. The organization develops and carries out a variety of programs focused on preventing Montana's most critical issues that impact maternal and child health. To learn more, please visit: www.hmhb-mt.org.

HMHB adopts systemic approaches to improve the health, safety, and well-being of Montana families by supporting mothers and babies age zero to three. HMHB coordinates public health media campaigns, operates an online resource guide and accompanying warmline for families who are expecting or raising children age zero to three, hosts a perinatal mental health conference attended by approximately 250 professionals each year, coordinates meetings and projects for multiple collaborative initiatives, and partners with medical providers and other stakeholders to educate and empower families and providers about issues impacting healthy pregnancies and early childhoods.

Functioning as a strong team, utilizing the philosophy of servant leadership, each team member is empowered to bring their passion, creativity, and innovation to work in an effort to improve maternal and child health in Montana.

AmeriCorps Planning Coordinator - Purpose

HMHB seeks an individual to join our team in the role of AmeriCorps Planning Grant Coordinator. This position will be the primary contact for all activities and communications

related to HMHB's AmeriCorps State planning grant. The planning grant will explore whether and how HMHB could create a Linking Infants and Families to Supports (LIFTS) Corps, placing AmeriCorps State members throughout Montana to develop a workforce focused on family health, expand the capacity of service providers to assist families, and empower families to raise their voices. Possible member activities are to be determined during the planning grant period, but may include promoting and supporting the LIFTS online resource guide, performing health and/or developmental screening activities for pregnant and parenting families, supporting local early childhood coalition efforts, conducting outreach to families about available services in their communities, assisting in making appointments or referrals, encouraging families to share stories, and/or other activities to be determined based on stakeholder input.

This position will conduct a needs assessment with partners, potential host sites, and other stakeholders, and align potential solutions with AmeriCorps resources. The needs/resource alignment may include designing an AmeriCorps program, identification of appropriate host sites, development of performance measures (outputs and outcomes), and the integration of reporting mechanisms into current HMHB systems. The position will also assist HMHB in ensuring it has the capacity to implement an AmeriCorps program by attending relevant trainings; reviewing existing policies, procedures, practices, and other aspects of HMHB operations; and proposing needed changes in light of AmeriCorps-related requirements and best practices. If it is determined during the planning period that implementing an AmeriCorps program is feasible, this position will perform pre-implementation tasks including but not limited to drafting memoranda of understanding with host sites, securing match funding as needed, designing member position descriptions and recruitment strategies, ensuring HMHB's operations and financial systems are equipped to administer the project, and developing member and site supervisor manuals. If implementing an AmeriCorps program is deemed not feasible, this position will write a report summarizing planning grant activities, recommend next steps, implement next steps as appropriate, and promote AmeriCorps and other service options as appropriate.

Key Tasks:

Conduct needs assessment, outreach, and communications with stakeholders
Ensure compliance with grant requirements
Design, with stakeholder input, a program to be implemented after the planning period or alternative course of action

Work Related Duties Include:

Needs assessment, outreach and communications with stakeholders

- After reviewing the grant application and other relevant information including existing HMHB programs, design a plan and calendar for communicating with various stakeholders.
- Communicate politely and professionally about HMHB and the potential LIFTS Corps, which may include the development of talking points, flyers, slide decks, social media posts, and other tools.
- Conduct needs assessment, including: prepare and administer surveys, conduct calls/meetings, implement other means of ascertaining stakeholder interest and

addressing questions, and align community needs with available AmeriCorps or other resources.

- Represent HMHB as appropriate at meetings, conferences, “tabling” events, and other opportunities to reach stakeholders and gather input about the potential LIFTS Corps.
- Coordinate with other HMHB staff to ensure outreach and communications efforts are not duplicated and are consistent, including attendance at HMHB staff meetings and email/instant message communications.
- Maintain accurate and complete records of outreach and communications using HMHB’s project management software and other means.

Ensure compliance with grant requirements

- Become familiar with federal grant requirements, and particularly AmeriCorps requirements.
- Communicate with relevant HMHB staff and contractors about existing practices, including but not limited to accounting, recordkeeping, and human resources.
- Attend regular in-state and occasional out-of-state meetings and trainings with the Governor’s Office of Community Service (OCS) and the Montana Commission on Community Service, and communicate with OCS and the Commission appropriately about progress, requirements, and other information they share or request.
- Make recommendations to HMHB’s management based on requirements and best practices, such as to explore a software solution or to ask the Board to amend an existing policy.
- Track compliance-related efforts with HMHB’s project management software.
- Prepare and submit relevant grant reports in conjunction with other HMHB staff and contractors.

Design, with stakeholder input, a program to be implemented or other course of action

- If implementation of an AmeriCorps State program is deemed feasible,
 - Work with HMHB staff and relevant contractors to draft an application for an implementation grant, including a budget, performance measures, and all other program requirements.
 - Work with HMHB staff and relevant contractors to ensure that financial and operating systems are “implementation ready.”
 - Prepare materials that would be needed for the first year of implementation, including but not limited to:
 - Member manual
 - Site supervisor manual
 - Position descriptions
 - Memoranda of understanding with sites
 - Reporting mechanisms (e.g., defined metrics for outputs/outcomes to be tracked)
 - Any needed funding-related commitments (e.g., a grant or contract for match funding)
 - Member orientation and close of service materials
- If implementation of an AmeriCorps State program is deemed not feasible,

- Work with HMHB staff and stakeholders to explore potential alternatives, including but not limited to community volunteer programs, different AmeriCorps programs (e.g., VISTA or NCCC), and staffing options.
- Write a report summarizing the planning grant experience and recommending appropriate next steps, and share with stakeholders.
- Implement recommended next steps as deemed appropriate.
- As appropriate, promote AmeriCorps and other service options to stakeholders.

Successful Candidates will have:

1. Experience with applying for and managing federal grants;
2. Knowledge of federal grant requirements;
3. Proven organizational skills and high attention to detail;
4. Experience managing projects and reporting on progress;
5. Willingness to continuously learn, grow, and adapt to meet the needs of a busy non-profit organization;
6. Self-discipline to follow up and follow through;
7. The ability to be a kind and strong team member, valuing quality improvement efforts and supporting team members in a fast-paced work environment;
8. Enjoyment of providing excellent “customer service” to our systemic clients while working with diverse types of groups, professions, and constituents;
9. Proficiency in Word, Excel, PowerPoint, Outlook, Zoom, and database platforms;
10. Comfort with learning new technologies (e.g., Monday.com, Slack, Canva);
11. Experience designing and editing communications tools such as surveys and handouts;
12. The ability to travel within and outside of Montana for outreach and training events;
13. AmeriCorps experience, preferred.
14. Financial management and site visit or audit experience, preferred.

Physical and Environmental Demands:

The job requires the ability to work independently and efficiently, to exercise good judgment in an office setting, and to sit or stand for long periods of time, working on various computer assignments with repetitive hand movements and artificial lighting. This position must be able to help carry office supplies or tabling materials from time to time. Additionally, the office is located on the second floor of a building that does not have an elevator. If the successful applicant requires an accommodation in relation to this office location, HMHB will offer a fully remote position within Montana, provided that the applicant can attend OCS and AmeriCorps trainings and events.

Salary:

Pay is \$24/hour. Additional benefit information is available, including health benefit, paid time off (PTO), and health saving account (HSA). In addition, each staff member receives a cell phone reimbursement.

How to Apply:

Submit a (1) resume, (2) cover letter, and (3) contact information for three references at the following link: <https://forms.monday.com/forms/dd57ec7fd78d500ba7d86efed637137a?r=use1>
Applications received by August 3, 2022 will be prioritized.