



JOB OPPORTUNITY

Grants and Program Administrator

Help improve social justice, community service and fresh, locally grown food access throughout rustbelt Appalachia and sow seeds of regional economic development. Grow Ohio Valley seeks to hire a Grants and Program Administrator, with an emphasis on a 17-member AmeriCorps program, whose members will integrate into GOV's core operations to expand initiatives that improve food justice and local food access, facilitate garden-based learning in schools and communities, and increase local farmers' production and sales capacities. This is a full time position open immediately.

Position Description

The Grants and Program Administrator leads and oversees all aspects Grow Ohio Valley's AmeriCorps program grant and other grants requiring administration; manages GOV's office; and performs special projects assigned by the Executive Director, including administrating and overseeing food safety reporting. The successful candidate will work closely with a wide variety of people, including community members, local civic groups, representatives of partner organizations, AmeriCorps members and GOV site supervisors and other staff and board members. The position will report to the Executive Director.

The position requires impeccable communication skills, a positive professional attitude, a calm demeanor in stressful situations, and comfort when speaking in groups and making presentations. Work at Grow Ohio Valley is fast paced, and by nature fast changing and dynamic. Thus successful candidates should be highly adaptive and tolerant in a fast paced environment with sometimes changing priorities. The Grants and Program Administrator will fulfill AmeriCorps program administration responsibilities within 50%-75% of their time, with remaining time spent managing Grow Ohio Valley's headquarters facility, and completing special projects when required. Primary placement will be GOV's office in Wheeling, WV.

AmeriCorps Program Responsibilities will include:

- Working to ensure AmeriCorps members have an excellent service opportunity working with Grow Ohio Valley, and adjust well to living in Wheeling, WV
- Assist AmeriCorps members and staff in delivering and completing GOV programming and other activities
- Tracking and ensuring timely and correct reporting on all AmeriCorps member activities
- Administering all aspects of the program and ensuring compliance within protocols established by Volunteer WV, the administrators of awarded AmeriCorps grant funds
- Managing all internal and external communications regarding the program, including being the primary point of contact with the program funder, Volunteer West Virginia
- Planning the on-boarding, evaluation and roll-off for 17 new members
- Communicating with state Program Officers and attending periodic Program Director meetings
- Reviewing member timesheets monthly and recording data for program use
- Updating member records, calendar and other information on the OnCorps system



- Monitoring for and reporting accidents, illnesses, absences and potential personal issues as they occur
- Evaluating work outputs against plan from members, in coordination with GOV's internal site managers
- Successfully recruiting and maintaining top quality AmeriCorps members to fill all positions
- Detailed tracking and reporting all program expenses and submitting them for reimbursement in an accurate and timely manner
- Monitoring for and acting to resolve member personnel issues if and when they arise
- Making accounting entries and program reports as necessary to administer the program
- Planning and conducting training for members, and coordinating travel and logistics for regional and national training events
- Tracking program performance measures and suggesting improvements for program performance

Other responsibilities include:

- Managing Grow Ohio Valley's office, including inventory and purchasing of administrative and other supplies necessary for operations
- Completing special projects when requested by GOV's Executive Director
- Travelling overnight 3-4 times per year for program trainings and meetings
- Establishing and maintaining high quality relationships with members, supervisors, and the general public
- Making connections in the community for program outreach and enhancement
- Consulting the Executive Director and other GOV managers with ideas, issues, or concerns, offering analysis and solutions
- Identifying and developing policies and procedures as required, while operating within those already defined
- Training, overseeing and utilizing volunteer base
- Planning and conducting trainings and quarterly meetings
- Overseeing member and site performance, including participating in some member-planned events, conducting site monitoring visits, and helping to resolve issues and conflicts
- Facilitating team building, service projects, and new member familiarization with the area
- Supporting the Program Director to create and implement new GOV AmeriCorps Evaluation Plan
- Basic bookkeeping tasks
- Attending and participating in GOV Board Meeting as necessary, and all annual events

Candidate Qualifications

Grow Ohio Valley is seeking an exceptional candidate to fill this key position; someone who can play a strong role expanding our mission to improve food justice and create robust local food systems, while we build sustainable cash flows. While no requirement is hard and fast, ideal candidates would embody the following qualities, experience and background.

Personal Characteristics

- Ability to self-motivate, be forward thinking and take initiative to act when appropriate



- Interest and understanding of direct service, and the importance of developing local agriculture systems to improve food justice
- Excellent communication skills and willingness to keep others well informed of activity
- Dynamic and highly adaptive and a natural leader
- Willingness to identify and solve problems as they occur
- Sensitive to others but able to communicate directly when called for
- Highly organized and able to set up organizational systems
- Collaborative nature with a get-the-job-done attitude
- Fast learner with a great sense of humor
- Accepting of direct feedback and adjusts approach easily when asked

Essential Skills

- Speak publicly to lead group discussions, training, and programs
- Write and speak competently and professionally
- Use a computer, including the Windows suite of programs, email, and social media (familiarity with Quickbooks is a plus)
- Operate a motor vehicle and possess a valid driver's license

Educational Background

College degree with preference toward advance degrees. Education and/or experience in the following areas will prove useful:

- Agriculture/Agronomy/Natural Resource Management
- Public Administration
- Non-Profit or Business Management
- Legal or business Affairs
- Community/Small Business Development
- Accounting or Accounting Management

Work Experience

Candidates with previous AmeriCorps experience and/or involvement with GOV will be given preference when reviewing applications. The successful candidate will be dynamic and highly adaptive, as well as a natural leader. Candidates should demonstrate evidence of the following qualities and knowledge areas when applying.

- Grant management, record development, and data tracking experience
- Excellent communication skills and adaptive to different settings and communities
- Highly organized with strong planning skills
- Ability to inspire and motivate others

Compensation and Benefits

Annual Salary of \$24,500 - \$31,500, health-care coverage (if needed), two-weeks vacation (accumulates at 6.7 hours per month), sick days when required



AMERICORPS

Corporation for
NATIONAL &
COMMUNITY
SERVICE



About Grow Ohio Valley

Grow Ohio Valley's mission is to build thriving communities through local food. This is achieved by a variety of programs, including: organic urban agricultural production, school garden programs, community supported agriculture initiatives, neighborhood farm stands, and a traveling mobile organic market. The organization emphasizes an innovative, agrarian approach to poverty and encourages independence among its staff. Now completing its fifth season, GOV has demonstrated a successful track record and proven itself a positive change agent in the redevelopment of rust-belt Appalachia.

TO APPLY:

Send a cover letter expressing your interest and why you are a good fit for the position and salary, as well as your understanding of AmeriCorps and National Service, and role of local food in a community. Include your resume and least two professional references

Send by email to employment@GrowOV.org, by post to 1006 Grandview Street, Wheeling, WV 26003

Applications will be accepted on a rolling basis until the position is filled.
No calls please.