



PAARI has an immediate opening for a full-time AmeriCorps Program Manager to join our team. The AmeriCorps Program Manager will be responsible for the oversight and management of two distinct Recovery Corps programs that build the capacity of law enforcement agencies that create non-arrest pathways to treatment and recovery. The AmeriCorps Program Manager will oversee the continuation of a project in Massachusetts with 25 members and the launch of a new project to place 15 AmeriCorps VISTA members in police departments across the country, with participating states including Arizona, Colorado, Maine, Michigan, Rhode Island, and Washington. This position is an exciting opportunity for a high-performing, detail-oriented individual with outstanding project management skills and a strong sense of initiative to play a critical role in the advancement of PAARI's innovative and life-saving work. This person must also thrive in a fast-paced startup environment, managing multiple projects efficiently and effectively.

Responsibilities:

- Lead recruitment and selection efforts, ensuring that all host sites and member slots are filled
- Oversee administrative tasks such as maintaining member files, conducting criminal history checks, approving member timesheets and reimbursements, and coordinating logistics for trainings and events
- Ensure that the program is in full compliance with AmeriCorps regulations
- Manage relationships with host police departments and host site supervisors
- Manage and provide support to all AmeriCorps members, including team meetings, training, and performance reviews
- Develop and implement member orientation and provide ongoing support to members
- Develop and implement host site orientation and provide ongoing support to host site supervisors
- Manage accurate and timely data collection across all AmeriCorps sites and assure timely report submissions
- Coordinate evaluation and continuous efforts to improve service delivery and member experience
- Lead efforts to build esprit-de-corps among AmeriCorps members
- Manage program budget to maximize available resources and ensure alignment with approved spending
- Coordinate any other matters related to the implementation of the PAARI AmeriCorps programs

Qualifications:

- 3-5 years experience in program management, including experience leading a team of individuals and working with community partners
- Demonstrated ability to build strong, productive relationships with diverse individuals and organizations to achieve common goals
- Exceptional oral and written communications; friendly, helpful, professional
- Strong organizational and administrative skills and attention to detail
- Skilled multi-tasker comfortable in a fast-paced environment with multiple deadlines
- Flexibility, resourcefulness, positive attitude, strong work ethic, and proven ability to initiate problem solving
- High integrity, sound judgment, and ability to maintain confidentiality
- Strong computer and internet skills, competency with Google Drive and Google Calendar preferred
- Ability and willingness to travel within and beyond Massachusetts; access to a vehicle required
- Previous AmeriCorps experience preferred
- Commitment to PAARI's mission and comfortable as an ambassador of PAARI's mission and national service

How to Apply: This is a full-time, salaried position based out of PAARI's Boston Office, 253 Amory Street, Boston, MA 02130. The compensation package for this position includes health insurance, including dental and vision, 120 hours paid time off, 401k with employer match, life insurance, professional development, and an annual salary of \$40,000-55,000, based on experience. Please submit a resume and cover letter in PDF format to info@paariusa.org with "AmeriCorps Program Manager" and your full name in the subject line. We are looking to fill the position immediately and encourage candidates to apply by March 31, 2019. PAARI is an equal opportunity employer. Individuals with relevant lived experience are encouraged to apply. No phone calls please.