



**AmeriCorps VISTA Program Manager  
Ohio CDC Association**

The [Ohio CDC Association](#) (OCDCA) is a statewide membership organization that fosters vibrant neighborhoods and improves the quality of life in all communities through advocacy and capacity building of our member agencies. OCDCA's vision is the creation of a community development environment that comprehensively improves life opportunities for all residents.

OCDCA is searching for an AmeriCorps VISTA Program Manager to manage the AmeriCorps VISTA and Summer Associate programs in collaboration with OCDCA programs and subsite members. This position is responsible for overall program management, effective recruitment, and placement of VISTA members whose service addresses poverty alleviation while aligning with the objectives, policies and procedures of the AmeriCorps programs.

**Full-time reports to:** Associate Director

**Benefits:** Competitive salary, health benefits, retirement plan and paid parking

**Qualifications:** AmeriCorps experience and/or non-profit experience preferred  
Undergraduate degree preferred  
Strong verbal and written communication skills  
Capable of working independently and as part of a team  
Good work ethic and a desire to "get the job done"  
Willingness to share own ideas and be creative  
Ability to prioritize and follow through effectively  
Able to meet agency requirements for criminal background check

**AmeriCorps\*VISTA Program:**

- Work with the Associate Director and VISTA Leader(s) to establish annual goals and desired outcomes for the VISTA Program, ensure that Volunteer Assignment Descriptions (VAD) reflect the project's goals and outcomes, and manage the project to attain or exceed annual goals
- Market the AmeriCorps VISTA and Summer Associate programs to members and manage the recruitment of VISTA sites including RFP evaluations, site selections and member placement
- Work with member sites, VISTA members, Corporation for National and Community Service, Ohio Development Services Agency, and others to ensure program success
- Conduct site visits to VISTA members and be the contact person for VISTA member issues
- Assist Associate Director with VISTA financial issues related to payroll and grant budgeting
- Prepare reports for funders

**Annual Conference and Events:**

- Assist Communications and Development Director with annual conference planning
- Assist the Associate Director with training, technical assistance and events as needed
- Other duties and special projects as needed

**Please forward a cover letter and resume by October 20<sup>th</sup> to [ncoffman@ohiocdc.org](mailto:ncoffman@ohiocdc.org).**

**Equal Opportunity Employer**