



AMERICORPS AND CONTRACTS MANAGER POSITION DESCRIPTION

Position Title:	AmeriCorps and Contracts Manager
Position Type:	Full-time, regular, exempt
Location:	Hybrid working environment: 2 days minimum reporting to CYCA's offices in downtown Denver, Colorado
Reports to:	CYCA Associate Director
Salary Range:	\$55,000 to \$60,000 annual
Benefits:	Paid vacation, sick, holidays, 403(b) retirement plan, health & dental

COVID-19 Vaccination: Due to engagement with individuals in elevated risk categories from COVID-19, CYCA employees must be vaccinated and be able to provide acceptable proof of vaccination upon request.

MISSION: The Colorado Youth Corps Association (CYCA) mission is to advance the Colorado conservation corps movement. As a statewide association, CYCA raises resources for corps; assures quality through annual conservation corps accreditation; promotes conservation corps through legislative advocacy and strategic communications; and provides technical assistance on all aspects of corps operations.

Colorado Youth Corps Association is an equal opportunity employer. We are committed to hiring a breadth of diverse professionals and encourage members of diverse groups to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, political affiliation, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law. If you need assistance and/or a reasonable accommodation due to a disability during application or recruiting process, please send a request to CYCA point of contact listed in this position description.

Essential Functions:

The AmeriCorps and Contracts Manager will be responsible for the daily, weekly, and monthly tasks related to CYCA's statewide AmeriCorps grants including reporting, compliance, and technical assistance to participating conservation corps. This position will also be responsible for managing a portfolio of agreements with project partners including reporting and compliance. No previous experience required but outstanding organizational skills and strong communication skills are critical.

AmeriCorps Grant Management – Manage two multi-million-dollar AmeriCorps Fixed Award grants involving 7 service locations and 600+ AmeriCorps members in aggregate across Colorado:

- Track AmeriCorps member enrollments, exits, and associated hours of service through CYCA and AmeriCorps systems including the OnCorps AmeriCorps database and eGrants AmeriCorps portal.
- Review and process invoices from service locations based upon AmeriCorps Fixed Award regulations and members' service hours completed. The AmeriCorps and Contracts Manager will aggregate the data and submit accurate invoices to the funder, Serve Colorado.
- Track and report progress towards grant performance measures via data from service locations.
- Provide technical assistance on grant compliance for service location staff; and plan and facilitate trainings for service locations.
- Complete end-of-year grant closeout tasks and update systems and compliance for upcoming year.
- Conduct annual service location site visits across Colorado and host annual Serve Colorado monitoring visits.

- Represent CYCA and service locations to Serve Colorado including requests for information, monthly conference calls, programmatic updates, regional conferences and professional development trainings.

Contract Management– Serve as the point-of-contact for a portfolio of CYCA project partners on all matters related to contracts, invoicing, and reporting:

- Collaborate with project partners, such as Great Outdoors Colorado (GOCO) and Colorado Parks and Wildlife, to finalize contracts and agreements for corps projects.
- Develop and execute contract modifications and sub-agreements for projects with CYCA-accredited conservation corps.
- Connect with CYCA-accredited corps to track project outputs and outcomes through CYCA’s database.
- Manage the financial tracking for each project including collaborating with CYCA’s Bookkeeper to inform and create invoices and completing required financial reports to project partners.
- Create and submit final reports for each project partner that captures the outputs and outcomes of their investment.

Other responsibilities:

- Support the Executive Director and Associate Director in marketing and outreach efforts to raise the profile of CYCA and our accredited corps.
- Support the Executive Director and Associate Director in the administration of the Careers in Natural Resources Initiative, a statewide effort co-founded by CYCA to build pathways to employment for youth and young adults.
- Support the Executive Director in financial reports to the board of directors.
- Other duties as assigned.

Skills and Qualifications:

*This position does **not** require previous experience in AmeriCorps grant management or contract management. If you are interested in this position but concerned that you do not have enough experience or qualifications, we strongly recommend you apply anyway. We are seeking an individual who finds satisfaction and fulfillment in being extremely well-organized and relentlessly detail-oriented as well as being a positive team member and willingness to learn.*

- Outstanding organizational skills and systems are a must. CYCA’s grants are complex and varied and adherence to compliance and deadlines is critical.
- Stellar customer service a must. The AmeriCorps and Contracts Manager represents both CYCA and our 8 accredited corps to project partners investing millions of dollars in our sector to change lives.
- Experience in AmeriCorps grant management and online portals valued but not required
- Background in grants and contract management valued but not required
- Experience planning and leading workshops or conference sessions valued
- Experience in data management and tracking is valued but not required
- Highly proficient with Microsoft Office
- Valid Colorado driver’s license and clean driving record
- Must successfully pass State of Colorado and Federal Bureau of Investigation background check per AmeriCorps requirements.
- Ability to travel in-state, both day and overnight trips, which may include driving CYCA’s SUV; and multi-day travel out-of-state is expected to occur at least once a year.

Physical Requirements – CYCA is committed to the full inclusion of all qualified individuals and will ensure that persons with disabilities are provided reasonable accommodations to perform essential job functions. The employee must occasionally lift, carry, push, pull, or otherwise move objects up to 30 pounds. This position *may* be required to climb, balance, stoop, kneel, crouch, or crawl on an infrequent basis. When traveling in-state for work the employee is often required to drive a CYCA-owned Subaru Forester with automatic transmission.

Application Deadline: this opportunity is open until filled.

Anticipated start date of March 16th.

Electronic Submission Only—submit the following materials to Brandon Watkins, Associate Director, at bwatkins@cyca.org with the subject line “AmeriCorps and Contracts Manager”:

- **Resume**
- **Cover letter, which should include an overview of skills related to organization and attention to detail, as well as why this position interests you.**
- **Three professional references (will not contact without your permission)**