



Blue Elements

AmeriCorps Watershed Stewards Program Manager

Location: Colorado, Remote. Proximity to Leadville, Buena Vista, and Salida is preferable.

Salary Range: \$45,000 - \$55,000 annually plus health benefits

Start Date: July 15, 2024

About Blue Elements: Blue Elements is a Leadville based, grassroots organization dedicated to advancing water education and conservation in Colorado. We are committed to fostering the next generation of environmental leaders through our AmeriCorps Watershed Stewards Program. Our AmeriCorps members play a vital role in supporting the local sustainability of water resources and we are seeking a dedicated and experienced Program Manager to lead our team and drive the program's success.

Position Description: The AmeriCorps Program Manager at Blue Elements is a dynamic leadership role responsible for overseeing all aspects of the AmeriCorps Watershed Stewards program. The Program Manager has the full-time responsibility of the development, operation, and evaluation of the program. We are seeking a dedicated and experienced AmeriCorps Program Manager to lead our efforts in recruiting, managing, and mentoring AmeriCorps members, providing support to host-sites, and overseeing all programmatic aspects.

Key Responsibilities:

Recruitment and Management:

- Lead the recruitment process ensuring a diverse, skilled, and motivated team. Manage the selection process including interviews and placement within the program.
- Create an inclusive work culture that celebrates the diversity of AmeriCorps members and our community partners.
- Hire at least 10 qualified AmeriCorps members annually and complete all necessary background checks and onboarding processes.
- Manage, supervise, and provide mentorship to AmeriCorps members throughout their service term.
- Foster a positive and inclusive working environment for AmeriCorps members.

Host-Site Support:

- Collaborate with host-sites to establish strong partnerships, providing support and guidance to ensure a successful service experience for AmeriCorps members.
- Provide annual trainings and compliance checks.

Budget Oversight:

- Manage program budgets effectively, ensuring efficient resource allocation and financial sustainability.

Support and Training:

- Provide ongoing support, quarterly professional development opportunities and monthly training to AmeriCorps members to foster their career readiness.
- Plan annual community building events for AmeriCorps members to promote cohesiveness amongst the cohort.

Program Oversight:

- Track program metrics and complete grant reporting.
- Monitor and evaluate program outcomes to measure success and identify areas for improvement.
- Maintain compliance with all AmeriCorps policies, procedures, and prohibited activities.

Community Engagement:

- Collaborate with local community partners and stakeholders to enhance program outreach and impact.

Qualifications:

- Bachelor's degree or five years' experience in a leadership role.
- Proven experience in program management and staff supervision.
- Knowledge of AmeriCorps programs and grant management.
- Excellent interpersonal skills.
- Self-starter, detail oriented.
- Strong written and verbal communication skills.
- A passion for environmental conservation and community engagement.
- Ability to pass criminal history checks required.
- English/ Spanish Bilingual preferred.

How to Apply:

Interested candidates should submit a resume and cover letter to **sheena@blueelements.org**. Please use *AmeriCorps Program Manager Application* in the subject line of your email. In your cover letter, explain your relevant experience and your commitment to the mission of the Watershed Stewards program.

Applications will be reviewed on a rolling basis, position is open until filled.

Blue Elements is an equal opportunity employer. We welcome applicants from diverse backgrounds and experiences to join our dedicated team and make a positive impact on Colorado's water resources and communities.