



Position Title: YouthWork AmeriCorps Program Specialist

Starting Salary Range: \$34,500-\$36,500

Location: Hybrid Remote + Office in Traverse City, MI

Status: Full-Time

Reports to: AmeriCorps Director

About YouthWork

Child & Family Services' YouthWork Conservation Corps is a nonprofit workforce development program that strengthens young people and their communities through service-based learning. YouthWork teaches job and life skills to young people as they complete hands on conservation and skilled trades projects for nonprofits and government agencies across Michigan. YouthWork AmeriCorps crews plant trees, build trails, remove invasive species, weatherize homes, restore historic structures, improve parks, protect habitats and waterways, and learn how to use tools and work together as a team. Our central office is in Traverse City, Michigan with crews serving around the state.

YouthWork provides vulnerable young adults ages 16-35 with hands-on experience while they earn living stipends, scholarships, and 21st century job skills. The projects completed by YouthWork are mutually beneficial and achieve three objectives – first, they build job and life skills for young people, preparing them for careers in conservation and skilled trades while instilling an appreciation for community service, recreation, and stewardship; second, they save valuable resources for nonprofits and government agencies, as projects are completed at reduced rate by leveraging strategic partnerships and diverse funding sources; and third, they protect and enhance our natural resources and community spaces for all to enjoy. See our growing list of partners and learn more at www.cfsnwmi.org/youthwork.

About Child & Family Services

YouthWork is an AmeriCorps program of Child & Family Services of Northwestern Michigan (CFS), a 501(c)(3) nonprofit organization. CFS ensures the safety and well-being of those we serve during times of crisis, challenge, and life transition. Since 1937, CFS has provided foster care and adoption services to children and families. Over the years, the organization has grown to respond to the community's changing needs, adding counseling, youth shelter and services, suicide prevention, workforce development, and more to its roster of programs. Today, more than 120 CFS employees serve individuals and communities in more than 30 Michigan counties at offices in Traverse City, Harbor Springs, and Gaylord while providing some services remotely. Learn more at www.cfsnwmi.org.

Position Summary

The AmeriCorps Program Specialist will support the “behind-the-scenes” administrative activities at YouthWork to ensure the statewide AmeriCorps program operates effectively and efficiently. This position will work collaboratively to provide administrative support to staff, AmeriCorps members, and partners across Michigan. YouthWork is committed to equity and removing barriers to the workforce, service, and the outdoors. Women, minorities, and members of the BIPOC, LGBTQ+, and disability communities are encouraged to apply.

The ideal candidate is exceptionally organized and community-focused with a passion for equity, conservation, and serving young AmeriCorps members. The ideal candidate has excellent computer and customer service skills, has a positive attitude, and is able to complete tasks correctly, independently, and on time. This position requires strong attention to details and an ability to learn/understand complex AmeriCorps and other regulations to ensure compliance (training provided). The AmeriCorps Program Specialist must be able to prioritize projects and organize multiple forms of data and information.

Core Responsibilities

- Monitor and organize data, paperwork, and reports submitted by YouthWork field staff including behavior and incident reports, bi-weekly timesheets, expense reports, credit card statements, project evaluations, partner satisfaction surveys, performance evaluations, hiring and staff paperwork, etc.
- Submit regular reports to Human Resources, Accounting, and the AmeriCorps Director.
- Ensure compliance with all AmeriCorps, state, and federal rules and contracts.
- Ensure all systems and calendars remain updated with pertinent information and changes.
- Support the Field Coordinator with equipment, tool, and uniform ordering, inventory, and storage, and daily inventory management and project preparation (checking-in and out equipment/tools, loading trailers, maintenance, etc.).
- Support the Field Coordinator with YouthWork vehicle fleet management including monitoring regular vehicle surveys, maintenance and repairs, vehicle assignments, etc.
- Gather feedback from staff, AmeriCorps members, and partners via surveys and organize and report responses.
- Field general questions about the program and/or refer to the correct staff member.
- Ensure vehicles and offices are stocked with necessary supplies, paperwork, etc.
- Support YouthWork staff with paperwork, data entry, filing, compliance, general operations/logistics, etc.
- Build nurturing connections with YouthWork members, crew leaders, partners, and communities, setting a good example for other staff and members.
- Foster a sense of community amongst YouthWork staff and AmeriCorps members, acting as a leader and setting a great example of work ethic, punctuality, and sensitivity.
- Regular travel independently within Michigan and occasionally out of state for required site visits, meetings, project/field support, events, trainings, and other activities as required by the program and its funders.
- Participate in all required YouthWork, CFS, AmeriCorps, and MCSC meetings.
- Assist with any other general duties assigned.

Ideal Qualifications

- Minimum two years' experience in related field.
- Excellent organization and attention to detail.
- Strong computer skills/ability to learn quickly, with the ability to effectively utilize the Microsoft Suite (Excel, Word, Outlook, etc.) and online survey and data collection tools (JotForm, Salesforce, OnCorps, etc.).
- Commitment to excellent customer service.
- Excellent verbal and written communication skills.
- Ability to prioritize and manage multiple responsibilities while meeting deadlines and working independently to achieve goals.

- Demonstrate a commitment to equity, curiosity, creativity, flexibility, professionalism, and patience.
- Possess an excellent work ethic, a positive attitude, and a passion for serving youth and environmental conservation.
- Previous administrative experience strongly preferred; experience with/knowledge of AmeriCorps, youth-serving programs, conservation, skilled trades, or nonprofit administration preferred.
- Position may require flexible hours including some evenings, weekends, and travel throughout Michigan.
- Must possess a valid driver's license and pass required criminal history background checks.

Benefits: Health insurance; 12 paid holidays; paid time off including 20 vacation days per year, 4 personal days per year, and 10 sick days per year; flexible schedule during the off-season; a positive, family-oriented work environment; and access to free counseling, professional development opportunities, and much more!

While this position description describes the general nature and level of work being performed by people assigned to this position, it is not an exhaustive list of all responsibilities, duties and skills required. All positions of Child & Family Services' YouthWork program may require duties outside of normal responsibilities, as needed.

Please submit cover letter and resume to Amanda Scott, YouthWork AmeriCorps Director, at ascott@CFS3L.org.