



## **Sierra Nevada AmeriCorps Partnership (SNAP) Program Associate - Job Description October 2022**

The SNAP Program Associate will help coordinate the SNAP Program, co-organize SNAP Trainings, assist in the recruitment and selection of SNAP Members, lead member reporting and safety, including SNAP insurance, and Workers Compensation and perform other duties as assigned. The Program Associate reports to the SNAP Program Director.

### **SNAP Responsibilities and Activities:**

- Work with SNAP Program Director to fulfill state and national AmeriCorps requirements
- Take a lead role in developing orientation, Spring training, graduation, and monthly webinars for SNAP Members
- Lead program renewal processes by creating annual SNAP Materials, reporting forms, and timesheets
- Review and track monthly SNAP member timesheets and reporting logs
- Enroll SNAP Members in insurance and manage SNAP Workers Comp claims, as well as manage all SNAP member files and communications
- Support SNAP host site and Member recruitment by posting jobs/RFAs, reviewing applications and performing interviews
- Coordinate with Program Director to respond to CalVolunteers' requests and requirements,
- Maintain consistent and clear communication with funding partners
- Lead communications and outreach for the SNAP program through SNAP Weekly emails, social media, story telling, event publicity, website and check in calls
- Occasional travel for site visits and/or regional work days throughout the Sierra
- Organize and maintain digital SNAP member and host site files and tracking logs
- Take a lead role and/or assist with SNAP/SNA event coordination including Great Sierra River Clean-up, Wild and Scenic Film Festival, Earth Day activities, and the SNA bi-annual conference

### **Desired Skill Sets:**

- Leadership/Mentorship/Training Experience
- Familiarity with Non-Profit structure and culture
- AmeriCorps experience
- Grant writing and management
- Event planning and coordination
- Highly organized/detail oriented
- Knowledge of Sierra Nevada and related conservation issues

### **Benefits and Compensation:**

- \$25 - \$29/hour, depending on experience
- Funding secured through October 2023; extension of employment based on successful

funding acquisition

- Employer paid health, dental and vision insurance
- Generous paid leave, including federal holidays, sick leave and vacation time
- Flexible work location within the Sierra, with the option to work remotely

To apply, please send a cover letter and resume to Rebecca Williams at [Rebecca@sierranevadaalliance.org](mailto:Rebecca@sierranevadaalliance.org). Applications open until filled.