



**Job Description**  
**AmeriCorps Placement Site Manager**

<b>Job Title:</b>	AmeriCorps Placement Site Manager	<b>Full-Time/ Part-Time:</b>	Full-Time
Division/ Department:	AmeriCorps	Hourly/ Salary:	Salary
Salary/ Salary Range or Hourly Rate:	Commensurate with experience	Regular/ Temporary/ Per Diem:	Regular
Work Schedule:	Monday-Friday	Exempt/ Non-Exempt:	Exempt

**Company Overview:**

SBP is an award-winning, innovative nonprofit organization that shrinks the time between disaster and recovery. A leader in volunteer-driven, post-disaster rebuilding; SBP educates, advocates and improves the disaster recovery sector so that we can collectively achieve more for communities. With a team of 60+ staff and 280 AmeriCorps members, SBP has rebuilt 1,600 homes across 8 states and shared best practices with many more.

SBP's vision is to embrace constant improvement, community-wide collaboration, and clear benchmarks to reduce human suffering caused by the tolls of delay in recovery. By pairing resilience training with recovery operations, we strive to reduce the need for our rebuilding services by increasing preparedness among vulnerable communities.

SBP encourages individuals that are hungry for change and eager to innovate to join our team so that we can change the future of disaster recovery together.

**Job Summary:**

The AmeriCorps Placement Site Manager handles the day-to-day operations of the AmeriCorps program for SBP's Placement Sites throughout Houston and Southeast Texas region. This program will place up to 70 AmeriCorps members at partner nonprofit sites while fostering a team member-oriented, high performance culture that emphasizes empowerment, quality, productivity, goal attainment, and integrity. This is done by carrying out responsibilities in the following functional areas:

- 1) recruitment and selection
- 2) orientation and organizational acclimation
- 3) program/ grants management
- 4) team member support

This role will be responsible for coordinating the selection, support, and evaluation of

Placement Sites and AmeriCorps members; reporting on progress to primary stakeholders; and managing AmeriCorps member selection, onboarding, and development.

## Experience

- 2-5 years of recruitment experience.
- Previous AmeriCorps and/or Human Resources experience is not required, but highly valued.
- Previous experience managing federal grants is highly valued.
- Ability to work independently and achieve results.
- Clear communication skills and a strong sense of maturity, positivity, and professionalism.
- Able to satisfactorily pass a Criminal History Check to include sex offender registry, State Police, and FBI.
- Valid driver license and reliable transportation.
- College degree.

**To Apply:** Submit a tailored cover letter, resume, three professional references and salary history to [careers@sbpusa.org](mailto:careers@sbpusa.org). We will follow up with qualified candidates- please no calls or emails after your submission.

*SBP is an equal opportunity employer and adheres to all applicable city, state and federal laws regarding equal employment opportunity and hiring practices.*

*All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.*

*It is the policy of SBP not to discriminate against any individual, person, or group on the basis of disability and the intent of SBP to address any complaints may arise pursuant to Section 504.*