



Position: HR & AmeriCorps Program Manager
Organization: SBP, Inc.
Reports to: National AmeriCorps Director and HTX Executive Director

About SBP

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 240 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 Program Manager handles the day-to-day operations of the AmeriCorps program for SBP's South Louisiana Operating site in Baton Rouge by 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: recruitment and selection, orientation and organizational acclimation, program/ grants management, and team member support.

RESPONSIBILITIES

Develops and implements a comprehensive recruitment and interviewing strategy to meet all goals for the selection of staff and AmeriCorps positions. This may include assisting other SBP member placement sites in meeting their recruitment goals.

Oversee candidate selection to ensure all candidates optimally fit organizational culture and position requirement.

Onboards selected team members and staff to include conducting background checks, file creation and support of relocating members. Maintains organized, compliant member and staff files- both paper and electronic.

Organizes regular trainings, professional development opportunities, and other talent development strategies to foster a more robust team.

Manages team member performance evaluation and corrective actions in a mature, professional manner- seeking to resolve issues as quickly as possible with clear steps for improvement and accountability.

Manages SBP/AmeriCorps members' time tracking, time off, workers compensation, payroll and benefits in coordination with Human Resources/National AmeriCorps Director. This is conducted through approving time off request, maintaining the HR/ Time Off Calendar, providing monthly hours reports to the AmeriCorps management team, and completing the monthly Member Time Monitoring report.

REQUIREMENTS

- 3+ years Non-profit management experience.
- Bachelor's degree
- 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.

To apply, please click [here](#).

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 that may arise pursuant to Section 504.