



**Position:** HR & AmeriCorps Program Manager  
**Organization:** SBP – Houston  
**Reports to:** Houston Executive Director and National AmeriCorps Director

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### **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 80+ staff and 240 AmeriCorps members, SBP has rebuilt more than 1,800 homes and strengthened 60+ communities across 17 states and Puerto Rico

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 over time 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.

### **Position Summary**

The AmeriCorps & HR Manager handles the day-to-day operations of the AmeriCorps program for SBP's service site 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.

### **Qualifications:**

- Previous AmeriCorps experience is not required, but highly valued.
- 2-5 years prior professional experience is highly valued.
- Previous experience in Human Resources is highly valued.
- Previous experience managing federal grants is highly valued.
- Successful work history.
- 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, Texas, and FBI.
- Valid driver license and reliable transportation.
- College degree.

### **Responsibilities:**

#### **Recruitment and Selection:**

- 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.
- Oversees candidate selection to ensure all candidates optimally fit organizational culture and position requirements.
- On-boards selected team members to include conducting background checks, file creation and support of relocating members.

#### **Team Member Development and Support:**

- Designs, implements and refines comprehensive, culturally-rich new member onboarding training practices to ensure members are well positioned to start service.
- Organizes regular trainings, professional development opportunities, and other talent development strategies to foster a more robust team.

- Manages team member performance evaluation, corrective action and grievance processes in a mature, professional manner- seeking to resolve issues as quickly as possible with clear steps for improvement and accountability.
- Serves as the champion in developing a culture focused on mission, leadership, accountability, innovation, results, and kindness through feedback and coaching.

**Program Management:**

- Manages time tracking, time off, worker's compensation, payroll and benefits in coordination with the National Human Resources Director.
- Maintains organized, compliant member and staff files- both paper and electronic.
- Tracks and reports on program data per SBP guidelines.
- Coordinate member deployments to other areas of the country in need of disaster response/ recovery services.

**Performance Expectations:**

- Translate broad goals into achievable steps.
- Help set and manage appropriate expectations.
- Plan and meet deadlines.
- Maintain a flexible work schedule to meet the demands of executive management.
- Demonstrate initiative and work as a team player.
- Convey a professional and positive image and attitude regarding the organization and the not-for-profit sector.
- Demonstrate commitment to continued professional growth and development.
- Flexibility to learn new skills and improve current systems.
- Strong organizational skills and ability to perform tasks effectively.
- Strong understanding of the importance of confidentiality and professionalism.
- Able to work in a fast paced, constantly changing workplace.
- Positive attitude, ability to take initiative and be self-motivated.
- Strong passion for the work of SBP and disaster recovery.

**[Click Here to Apply](#)**

*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.*