



**Position:** Regional HR & AmeriCorps Program Manager  
**Location:** Remote  
**Reports to:** National Director of AmeriCorps

[Click to Apply](#)

### ***About SBP***

SBP, a leading social impact organization focused on disaster resilience and recovery, **solves the challenges facing at-risk communities** and scales impact with a proven model that brings the rigor of business and innovation to reduce risk, create resilient communities and streamline recovery. By taking this holistic approach, SBP shrinks the time between disaster and recovery in three connected ways—prepare, shape and build:

1. SBP **prepares** individuals, communities and organizations to mitigate risk and speed recovery.
2. SBP **shapes** federal policy and system change and state and local disaster recovery programs to be more efficient and effective.
3. SBP **builds** resilient communities efficiently and effectively and shares our proven model and approach with others.

### ***Position Summary***

The Regional HR & AmeriCorps Program Manager handles the day-to-day operations of the AmeriCorps program for SBP AmeriCorps members placed at SBP operating sites in Lake Charles, LA, Panama City, FL, and with partner organizations in Texas, Louisiana, and Florida. This position handles the day-to-day operations of the AmeriCorps program by fostering a 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***

Recruitment and Selection:

- Works closely with members of SBP's Share and Prepare teams to identify new partners to place AmeriCorps MSY
- Manage SBP's RFP and Placement Site application process for new and existing partners
- Develops and implements a comprehensive recruitment and interviewing strategy to meet all goals for the selection of 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.
- Onboards 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 training, 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, workers' compensation, payroll, and benefits in coordination with the 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.

#### **Requirements**

- Experience with AmeriCorps is not required but highly valued.
- Proven work experience as a Recruitment professional
- Hands-on experience with Applicant Tracking Systems and HR databases
- Knowledge of labor legislation
- Experience with a phone, virtual, and in-person interviews, candidate screening, and evaluation
- Familiarity with social media and other professional networks as a tool for recruiting
- Excellent verbal and written communication and team management skills
- Strong decision-making skills
- Must be able to pass FBI, state, and sex offender background checks
- Must be vaccinated against COVID-19 and provide proof of vaccination.

#### **Performance Expectations**

- Able to juggle multiple, competing priorities in a fast-paced environment.
- Exceptionally self-motivated and curious.
- High level of personal accountability.
- Align work performance with SBP's core values.
- Top-notch written communication and interpersonal skills.
- Detail-oriented with strong troubleshooting, analytical and problem-solving abilities
- Superior work ethic and high energy level.
- Desire and ability to work, grow and learn in a startup environment.
- 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.
- Ability to understand and engage diverse audiences and new target markets.
- Fosters a culture and environment that positions AmeriCorps members and staff for success and makes SBP a great place to serve and work.

*SBP is building a diverse and experienced staff. The organization encourages multiple perspectives and experiences, supports a multicultural environment, and strives to hire and retain a diverse workforce that reflects the populations we work with and the communities where we work. Our hiring and business practices appreciate the strengths offered through different backgrounds.*

*SBP is an equal opportunity, affirmative action employer and is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. 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.*