



Position: AmeriCorps & Human Resources Manager
Organization: SBP - South Louisiana (Baton Rouge)
Reports to: National AmeriCorps 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 50 staff and 180 AmeriCorps members, SBP has rebuilt more than 1,100 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 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 and partner agency service sites in South Louisiana 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.

1. Recruitment & 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.
- Onboards selected team members to include conducting background checks, file creation and support of relocating members.

2. Team Member Development & Support

- Designs, implements and refines comprehensive, culturally-rich new member onboarding and 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

3. Program Management

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

5. Service Site Support

- Assist in the outreach and selection of partner agencies service site across disaster-impacted areas in South Carolina to ensure that organizations have the capacity to administer an AmeriCorps Program and represent a diverse set of communities
- Provide initial and ongoing training to partner agency staff so that they understand all regulations and expectations for supporting an AmeriCorps Program
- Conduct routine monitoring - both electronic and in person - of service site performance to identify areas of potential risk and share best practices
- Promote open, honest communication with partner agency staff that allows for the best possible program implementation and service experience for members
- Track and report on service site performance - implementing corrective action as needed to assist programs in meeting their goals

Management & Organizational Responsibilities

- Complete all activities with a sense of pride and ownership
- Demonstrate leadership and accountability in interactions with team members
- Participate in company-wide events, such as meetings and socials
- Display strong commitment to SBP's mission, values and ethos of community service

Qualifications

- Excellent communication skills
- 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 the St Bernard Project and disaster recovery

Requirements

- 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
- Ability to pass criminal background check
- Access to a car
- College degree

To Apply

Submit a tailored cover letter, resume, three professional references and salary history to bkossick@sbpusa.org. We will follow up with qualified candidates - please no calls or emails after your submission.