Vacancy Information

Announcement Number:	**CNS-15-44**
Position Title:	**Assistant Program Director, NY-03**
Open Period:	**05/14/2015 – 05/28/2015**
Pay Plan, Series, and Band:	**NY-0303-03**
Annual Salary:	**$62,851 to $66,306 Per Annum**
Office and Duty Location:	**AmeriCorps National Civilian Community Corps Vinton, IAO**
Announcement is Open to:	**Current Corporation Employees on Permanent (General) Appointments Only**

Relocation: Relocation expenses will not be paid.

Position Information: Full-time, General Appointment

Duties and Responsibilities:

- Through community outreach, identifies, encourages, and develops service projects to meet community needs.
- Develops project proposals for submission to the Deputy Region Director for Programming. Proposals include: project goals, resources needed, and timelines.
- Prior to project start up, works closely with the project sponsor, Unit and Team Leaders to assist with the identification of resources and equipment, project scheduling, evaluation.
- For projects involving the FEMA Corps, conducts research and outreach to locate free or low cost housing for FEMA Corps Member teams. Works with project sponsors,

community members, and FEMA's point of contact to identify housing. Conducts pre-site visits to determine adequacy of potential housing. Tracks and updates data to identify the locations of numerous Corps member teams. Completes FEMA and CNCS required documentation for housing.

- Prepares projected project budgets to include travel and lodging expenses. Monitors project and lodging expenses against budget to identify necessary changes.

- Supports Unit Leaders in evaluating project progress and assists with negotiating mid-project changes. Prepares and submits FEMA required project status/progress documentation.

- Reviews the documentation of project results to assure completeness and conformance with all other project related information.

- Presents project training or orientation to team members. Coordinates other member training with the Assistant Program Director for Training.

QUALIFICATION REQUIREMENTS:

Applicants must have one year of specialized experience (paid, unpaid, or volunteer work) comparable in scope and responsibility to at least the upper range of the NY-02 pay band. Specialized experience is that which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position, and that is typically in or related to the work of the position to be filled. Specialized experience **must** include: 1) work experience fostering and maintaining partnerships with external organizations, e.g., government, community, non-profit organizations, 2) work experience coordinating multiple activities for large (50 to 70) groups of people, and 3) work experience tracking expenditures.

PLEASE NOTE: Qualifying experience must be clearly documented in your resume.

JOB SPECIFIC NARRATIVES
(Please limit your responses to 500 words or less per narrative)

1. Please describe your experience building and maintaining partnerships with external organizations.

2. Please describe your experience coordinating activities for large groups of people.
3. Please describe your experience developing project related budgets and tracking expenditures.
4. Please describe your experience working with in project management cycle; development, monitoring and evaluation of projects.

BASIS OF RATING

Your rating will be evaluated based on your resume and responses to the Job Specific Narrative identified above. We will place you in one of three categories described below:

1 - Qualified Category = Meets the minimum qualifications as described in the Minimum Qualification Requirements section of this announcement.

2 - Well Qualified Category = Meets the Minimum Qualification Requirements and demonstrates proficiency in specific job specific narrative based upon a panel review by subject-matter experts.

3 - Best Qualified Category = Meets the Minimum Qualification requirements and excels on specific job specific narrative based upon a panel review by subject-matter experts.

HOW TO APPLY

Completed applications **must be received** by 11:59 p.m., on Thursday, May 28, 2015. Applications and all supporting documents should be sent to: Corporation for National Community Service, Office of Human Capital, 1201 New York Avenue, NW, Attn: Charlene Alexander, Room 10711B, Washington, DC 20525 or email to: calexander.guest@cns.gov. For additional information regarding this position, please call Charlene on 703-931-4309.

Once your complete application is received, we will conduct an evaluation of your qualifications and determine your ranking, if appropriate. Incomplete applications will not be considered. The most highly qualified candidates will be referred to the selecting official for further consideration and possible interview. You will be notified of the final outcome.

AFFIRMATIVE RECRUITMENT

The Corporation for National and Community Service conducts its recruitment program to identify highly qualified individuals from all segments of society. Minorities, women, veterans, and persons with disabilities are encouraged to apply. Selection decisions are made without regard to race, color, creed, national origin, sex, age, religion, sexual orientation, disability, or marital status.

REASONABLE ACCOMMODATION

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Office of Human Capital. The decision on granting reasonable accommodation will be made on a case-by-case basis.

PRIVACY ACT STATEMENT

As part of your application package, the Corporation for National and Community Service (Corporation) is requesting information that is subject to the Privacy Act of 1974 (P.L. 93-579; 5 USC 552a).

We evaluate applicants for Federal jobs under the authority of Title 5 of the United States Code. We need the requested information to determine the extent to which your education and work skills qualify you for a Federal job. We also require information on other related matters such as citizenship and military service in order to determine your eligibility to work for the Federal government.

Pursuant to Public Law 104-134, we are requesting your Social Security Number (SSN) to properly identify your records, as other individuals may have the same name and birth date. The Corporation may also use your SSN to make requests for information about you from current or former employers, schools, banks, and others who know you. We may also confirm information from your records with prospective employers concerning tenure of employment, civil service status, length of service, and date and nature of action for separation, as shown on personnel action forms. Providing us with your SSN or any of the other requested information is voluntary. However, without this information, we cannot process your employment application, which is essential for you to be considered for employment with the Corporation.