



Vacancy Information

Announcement Number: CNS-15-101

Position Title: Training Coordinator

Open Period: 11/20/2015 – 12/03/2015

Pay Plan, Series, and Band: NY-0301-03

Annual Salary: \$63,724 to \$63,724 per Annum

Office and Duty Location: Department of the Chief of Program Operations
AmeriCorps VISTA
Washington, DC

Announcement Open to: Current Corporation Employees only

Relocation: Relocation expenses will not be paid

Position Information: Full-time, Permanent Appointment

Duties and Responsibilities:

This position is located in the Outreach, Training, and Member Support Unit of AmeriCorps VISTA. This position coordinates and supports VISTA training and conference events for the entire program. Duties include:

- Generating specifications for training-related hotel contracts, and coordinates with our logistic provider to ensure those contracts are finalized in a timely manner. Supports the Manager, OTMS in reviewing hotel service to ensure those services were rendered as satisfactorily;
- Monitoring training-related services outside of hostelry, such as travel, help desk, development and delivery of identification merchandise, facilitators' contracts, training materials, and warehousing. Reporting the quality of service and budgetary needs;
- Managing the electronic registration and budgeting system, coordinating with the State Offices, VISTA Member Support Unit, Field Financial Management Centers and travel and logistics providers, and training providers;

- Leading onsite administrative and logistical support for Pre-Service Orientations and Supervisors' Orientations (PSO & SO). Directing registration process, including fingerprinting. Facilitating some training sessions at PSO & SO. Participating in onsite feedback sessions. Addressing issues onsite related to transportation, logistics, rooming, illness/death, meeting space, materials, T&TA providers services, etc;
- Identifying concerns of the suitability for service of VISTA Candidates and coordinates with State Offices in decision-making process;
- Facilitating clear communication with the Manager and other staff within OTMS and Field Offices around basic issues related to training, including criminal history reports;
- Monitoring and recommending changes to Manager in efforts to improve training delivery, including online and face to face training. Providing written and oral feedback on all aspects of training after each event; and
- Monitoring and recommending changes to Manager in efforts to improve information technology systems that support training, liaising with providers, support offices, and working groups.

QUALIFICATION REQUIREMENTS:

Applicants must have one year specialized experience at the GS-09 level or the lower range of the NY-02 pay band, directly related to community service programs on the local, state, national or international level, non-profit organizations or foundations. This specialized experience includes team leadership; overseeing customer service; training design, facilitation and/or logistics; knowledge of pertinent national service statues and guidelines; written presentations; and oral presentations.

Or

If you are qualifying based on education alone, you must have a Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree. Such education must be from an accredited institution and demonstrate the knowledge, skills, and abilities necessary to perform the work. You **MUST** submit an unofficial copy of your college transcript. You must submit evidence that any education completed in a foreign institution is equivalent to US educational standards.

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 or familiarity with AmeriCorps VISTA's regulations and policies governing training, travel, and the benefits supporting its members. Please address whether you are able to explain those policies to a candidate or member, whether you are familiar with the systems of record that implement those policies (e.g., Member Portal, eSPAN), and whether you have had experience in member support (e.g.,

hotline/customer service, team leadership, technical resource person, etc.).

2. Please describe your experience in managing training events and conferences. Please include management of logistics (communications, travel, registration, onsite support) as well as facilitation/presentation of sessions. Larger events are of most interest (150 people or more), though intensive training is also of interest. Skill in developing and/or presenting power point presentations, in addition to webinar presentations, is of value. Experience with AmeriCorps VISTA training events is a plus.

BASIS OF RATING

Once your complete application is received, we will conduct an evaluation of your qualifications to determine if you meet the basic qualification requirements listed above. Those applicants who meet the requirements will be referred to the selecting official for further evaluation against the job specific narratives.

HOW TO APPLY

Completed applications **must be received** by 11:59 p.m. eastern time on Thursday, December 3, 2015. You are strongly encourage to apply via email to tchase@cns.gov. If you are unable to do so, you may hand-deliver your application package to: Corporation for National Community Service, Attn: Twana Chase, 1201 New York Avenue NW, Suite 10707A, Washington, DC 20525. For additional information, you may contact Twana Chase on (202) 606-6653 or via email.

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.