



Vacancy Information

Announcement Number: CNS-15-43

Position Title: Program Associate, NY-02

Open Period: 05/14/2015 – 05/28/2015

Pay Plan, Series, and Band: NY-0303-02

Annual Salary: \$39,569 to \$45,904 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:

- Provides a variety of administrative tasks to support program outreach and project related activities.
- Works with the Deputy Region Director for Programming and Assistant Program Directors to coordinate and support program initiatives with external organizations, e.g., State Offices and State Commissions.
- Assists in training staff and corps members in project reporting procedures. Works closely with Campus staff members in the implementation of corps member orientation and training.

- Contributes, as a team member, to the development, support and implementation of, special initiatives such as campus-wide evaluations, focus and action groups among other things.
- Establishes and maintains automated tracking systems.
- Gathers information and produces a variety of special reports for CNCS Leadership, the Office of Public Affairs, and the Office of Government Relations.
- Prepares and produces a variety of documents including: letters, reports, and briefing and presentation materials using Microsoft Office Suite. Establishes and maintains files.
- Makes travel arrangements and prepares travel vouchers, as necessary.

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-01 pay band, which would be at or equivalent to, the GS-06 level in the Federal Service. 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) performing a variety of administrative and office support functions, 2) establishing and maintaining automated tracking systems, 3) researching information and producing reports; and 4) proficiency with Microsoft Office Suite.

If you are qualifying based on education alone, you must have one full year of graduate related level education or superior academic achievement as defined by being in the upper third of your graduating class; or possessing a 3.0 GPA or higher over four years of education; or possessing a 3.5 GPA or higher during final 2 years of education. 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 U.S. 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 establishing and maintaining tracking systems.

2. Please describe the administrative duties you perform and the number of people for whom you provide administrative support.
3. Please describe which Microsoft software packages you are skilled in using and describe the purpose for which each package is used. For example, using Power Point to prepare presentation materials.

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.