

MINNESOTA ALLIANCE WITH YOUTH

Job Title: National Service Director
FLSA: Full-Time
Classification: Exempt
Hours: 40 hours/week

Position Overview

The National Service Director is responsible for overseeing the National Service program team, ensuring quality oversight, implementation, and evaluation of Alliance National Service Programs. This position reports to the Executive Director and supervises three Program Managers. This position collaborates closely with a contracted training and facilitation consultant to provide for AmeriCorps member training. The successful candidate will have AmeriCorps program management experience, strong interpersonal and communication skills, training and facilitation experience, high attention to detail, and an ability to work effectively both independently and as part of a team.

Responsibilities

Essential functions include:

- Support strategic engagement with communities across the state at the Alliance and perform all essential functions with a lens reflecting the communities with which the Alliance works
- Oversee AmeriCorps Programs
 - Oversee the implementation of strategic National Service program development, supporting the Alliance values of Strength in Community, Honoring Youth, Leading with Equity, and Impact Through Service
 - Implement sustainable program development, compliance, and evaluation practices to ensure program effectiveness
 - Guide the development and implementation and provide for on-going support of the full-cycle of host sites and members, including member training.
 - With support from the finance team, manage the overall program budgets with involvement of program staff.
 - Work closely with the Lead Communications and Development Officer and Executive Director to develop and oversee the AmeriCorps federal grants, ensuring compliance with grant terms
 - Support program evaluation efforts and ensure quality and efficient data collection and analysis
- Supervise National Service staff
 - Supervise and support program staff and organize workflow
 - Set expectations and goals for performance and deadlines
 - Provide training, feedback, and coaching
 - Conduct regular evaluation and performance reviews
- Manage Program Relationships
 - Direct program staff communications with Program Officers of ServeMN
 - Collaborate and support the Lead Communications and Development Officer with funder and donor site visits and impact reporting
 - Develop and implement strategies for maintaining strong host site partnerships
 - Meet regularly with key staff across the organization to ensure quality program implementation and integration
- Provide Organizational Support and Integration
 - Serve as a member of the Alliance's Strategy Team
 - Participate on project teams or assignments as assigned
 - Participate in outreach opportunities as assigned

Qualifications

- An understanding of and openness to learning about the impact of institutional and structural racism and bias on underserved and underrepresented communities

- Commitment to Alliance's core values of Strength in Community, Honoring Youth, Leading with Equity and Impact Through Service
- At least 5 years of experience with AmeriCorps program management, including AmeriCorps compliance
- Experience supervising employees and supporting high-performing teams

Knowledge, Skills, and Abilities

- Demonstrated understanding of and ability to effectively implement AmeriCorps program model and compliance requirements
- Experience incorporating the perspectives of multiple communities, including communities of color, in the consideration of impacts and outcomes of work
- Experience working with youth and/or strong commitment to creating spaces for youth voice and success
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Excellent interpersonal skills: able to communicate effectively in person, over phone and by email with Alliance constituents, including AmeriCorps members, host site supervisors, and community partners
- Demonstrated proactive approaches to problem-solving
- Highly resourceful team player, with the ability to also be extremely effective independently
- Proven ability to handle confidential information with discretion
- Adaptability and flexibility with various competing demands
- Ability to maintain accurate records, tracking systems, files, etc.
- Proficient in databases/spreadsheets, Google Workspace, Adobe Acrobat

Typical Work Environment

The physical demands described here represent those that an individual must meet to perform the essential functions of this job successfully.

- **Note:** The Alliance currently offices out of EquaSpace, a coworking workspace in Saint Paul. Our team practices a hybrid work style, with staff working in-office a recommended 2-3 days a week. Work spaces on-site include a shared Alliance office space, open co-working in different EquaSpace areas, and reservable private meeting rooms.
- Able to work at a computer for long periods of time
- Able to work in an open office environment
- Able to frequently stand, walk, sit, and climb in performing duties in the office and for onsite and offsite meetings and events
- Able to maintain the regular operation of normal office machines (telephone, computer, copier, and other office machines) is required
- Able to work independently with minimal supervision
- Able to occasional work evening and weekends for meetings and events

Compensation and Benefits

Salary range is \$68,000-\$74,000, plus excellent benefit package. 40 hours per week/52 weeks per year. Office located in St Paul, MN - Hybrid Work schedule is available.

To apply, submit a resume and a cover letter that describes how your experience aligns to the job duties and qualifications. Please send all required materials electronically to Emily Johnston at ejohnston@mnyouth.net and include in the subject line *National Service Director*. **Priority deadline to apply is Tuesday, September 30, 2025, but the position will remain open until filled. Anticipated start date is November 2025.** No phone calls please. To learn more about Minnesota Alliance With Youth, visit our website at: www.mnyouth.net.

Minnesota Alliance With Youth is committed to hiring staff people who reflect the diversity of the Minnesota communities we serve. Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and we encourage you to apply, even if you don't believe you meet every one of our qualifications described.

We are committed to recruiting and engaging individuals without regard to disability, gender, race, religion, or sexual orientation. We are committed to equity and are particularly interested in receiving applications from a broad spectrum of individuals.

- Reasonable accommodations provided upon request.
- This document is available in alternative formats.

This position is funded by AmeriCorps. Employment is contingent on the successful completion of required background checks.