

## United Way Association of South Carolina

**Position Title:** State Lead for Civic Engagement  
**Reports to:** Executive Director – SC Service Commission  
**Starting Salary:** \$55,000

**Department:** Commission  
**FLSA Status:** Exempt

### ***POSITION SUMMARY***

Housed within the United Way Association of South Carolina, the South Carolina Service Commission, commonly referred to as “AmeriCorps SC”, is the state’s lead agency on volunteerism and administers AmeriCorps subgrants. The current portfolio includes 20+ subgrant recipients, which encompasses over \$5M federal dollars and is paired with local matching dollars. AmeriCorps subgrants are managed by the federal AmeriCorps agency, formerly known as the Corporation for National and Community Service (CNCS). The mission of AmeriCorps is to improve lives, strengthen communities, and foster civic engagement through service and volunteerism.

The State Lead for Civic Engagement is responsible for advancing statewide efforts in civic engagement and volunteerism at large. This role will engage in project efforts, as well as lead best practices development, training and technical assistance on volunteer recruitment and retention, volunteer engagement at scale, and volunteer recognition. The role will also emphasize disaster preparedness and response, particularly in connection within the broad scope of the SC Emergency Operations Plan ESF-18. A key output of this role is to build capacity within and across the nonprofit and public service sector to improve the scale, scope, and fidelity of civic engagement through volunteerism and service efforts.

### ***ESSENTIAL FUNCTIONS AND RESPONSIBILITIES***

#### **Civic Engagement: Training and Technical Assistance – approximately 30%**

- Builds capacity for nonprofit and public sector to recruit, retain, and productively deploy volunteers and civic service participants by performing the following:
  - Leads training workshops and provides 1:1 advising through nonprofit and public sector networks on both conventional and novel approaches to volunteer and service participant engagement and administration.
  - Convenes, facilitates and participates in learning communities and communities of practice on volunteer administration and civic engagement.

#### **Civic Engagement: Communication – approximately 30%**

- Communication- leverages all mediums and methods including public speaking, social media, online and print outreach, and reciprocal storytelling to elevate the power and importance of civic engagement through service and volunteerism. Reaches audiences that include nonprofits and public sector service frontline providers, nonprofit and public sector organization executives, funders and decision-makers, and current and prospective volunteers and service participants themselves.
  - Articulates the short and long-term multiplicity of benefits of volunteerism and civic engagement at-large.
  - Emphasizes the importance of and opportunity for engaging historically underrepresented communities in service and volunteerism, as well as to improve community leadership from within.
  - Emphasizes the importance of and opportunity for greater youth engagement in service and volunteerism.
  - Emphasizes the importance of and opportunity for greater senior engagement in service and volunteerism.

#### **Civic Engagement: Systems Coordination – approximately 15%**

- Responsible for collaborative governance of a statewide online volunteer management portal to connect South Carolina’s many civic efforts to one another and to a base of ready and willing volunteers, including:
  - System design, build-out, and maintenance, including vendor relationship management.
  - System outreach, network-building, adoption and utilization by both organizations as well as individual volunteers and service participants.

This is not a contract. Nothing in this document will alter the At-Will Employment Relationship.

- Enhances system capability to be effectively leveraged for disaster-related volunteer management needs according to agency commitments in South Carolina’s Emergency Operations Plan ESF-18s
- Leverages systems coordination as an opportunity for nonprofit and public sector to adopt contemporary technological solutions, automate and unify historically analog processes, and generally to be connected.

**Civic Engagement: Disaster Preparedness and Response** – *approximately 15% (up to 100% during declared disasters)*

- At all times – Improves organization readiness and response to disasters and in doing so fulfill the agency’s commitments in ESF-18 of South Carolina’s Emergency Operations Plan “Donated Goods and Volunteer Services”.
- At all times – Encourages greater nonprofit and public sector capacity, readiness, and response to disasters through roles in communication, systems coordination, and training and technical assistance.
- At all times – participates in emergency preparedness training, collaboration and coordination functions led by AmeriCorps, the State of South Carolina (SCOR, SCEMD), South Carolina statewide VOAD, and related functions.
- At all times – Encourages greater nonprofit and public sector capacity, readiness, and response to disasters through roles in communication, systems coordination, and training and technical assistance.
- During disasters – Leads (in a direct service capacity) AmeriCorps SC and UWACS ESF-18 role in coordinating unaffiliated volunteer response as needed and in accordance with South Carolina’s Emergency Operations Plan.
  - May involve travel to and extended stay at an on-site, state-led emergency response center.

**Support projects and operational efforts of SCSC and for UWASC** – *approximately 10%*

- Serves as a liaison to external groups, community partners, and associations as the need arises.
- Performs general project management and grant administration duties as the need arises.
- Assists with promoting AmeriCorps and the field of service and volunteerism across the state.
- Participates in local, state, regional, or federal AmeriCorps trainings and conferences, including events hosted by the AmeriCorps federal agency, SCSC, and America’s Service Commission.
- Works collaboratively across the organization to accomplish the broader goals of the SCSC and UWASC, including supporting Commissioners and/or Board members as well as playing a support role for AmeriCorps and/or community volunteers during disaster/crisis response.

**Additional Duties:**

- Maintains regular and sustained attendance.
- Performs other appropriate duties as assigned.

**EDUCATION, SKILLS, AND EXPERIENCE – REQUIRED**

- High school diploma or GED.
- Minimum 3 years of leadership roles in volunteer or service participant engagement and administration through nonprofit or public sector efforts.
- Minimum 3 years of leading training and technical assistance efforts demonstrating proficiency in leading individuals, groups and organizations to build capacity.
- Minimum 3 years leading communication efforts to engage a diverse audience of stakeholders, including community members, organizations, funders, and decision-makers.
- Strong understanding of the nonprofit sector, including volunteer administration, volunteer recruitment, retention, and management.
- Knowledge of Microsoft Office products with emphasis on Word, Excel, and PowerPoint.
- Ability to interact well with others and to maintain positive working relationships throughout the community with diverse groups of people.
- Excellent oral and written communication skills.
- Excellent organization and planning skills.

- An understanding of community development processes and experience dealing with the concerns of multiple constituents.
- Ability to travel up to 15% of time in state including overnight travel; ability to travel up to 5% of time out-of-state including overnight travel; Ability to respond to statewide disasters which may periodically include prolonged in state deployment and extended time away from home.
- Must possess and maintain a valid state driver’s license with an acceptable driving history.

**EDUCATION, SKILLS, AND EXPERIENCE – PREFERRED**

- Associate or Bachelor's degree in related field or equivalent combination of education and work experience to demonstrate broad command of the role's functions.
- Experience in community service or volunteering or experience working with AmeriCorps Programs.
- Direct experience at an organizational and/or community level leading disaster preparedness, response and resiliency.
- Significant direct experience as volunteer or service participant in a diverse array of settings (direct service, capacity building service, board/committee/community collaborative leadership, etc.).

Please put an “X” in C, F, O, or N/A next to each demand/requirement listed below to indicate the level of mental and physical demand required for the position (definitions are listed below to use as a guide):		
<b>C</b>	<b>Constantly</b>	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)
<b>F</b>	<b>Frequently</b>	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
<b>O</b>	<b>Occasionally</b>	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
<b>N/A</b>	<b>Not Applicable</b>	Activity is not applicable to this occupation

Mental & Physical Demands- ADA Guidelines									
<i>Physical Demands</i>	<b>C</b>	<b>F</b>	<b>O</b>	<b>N/A</b>	<i>Lifting Requirements</i>	<b>C</b>	<b>F</b>	<b>O</b>	<b>N/A</b>
Stand		X			10 pounds or less		X		
Walk		X			11 to 20 pounds			X	
Sit		X			21 to 50 pounds			X	
Handling / Fingering			X		51 to 100 pounds			X	
Reach Outward			X		> than 100 pounds				
Reach Above Shoulder			X		<b>Pushing &amp; Pulling Requirements</b>				
Climb				X	12 pounds or less		X		
Crawl				X	13 to 25 pounds			X	
Squat or Kneel				X	26 to 40 pounds			X	
Bend				X	41 to 100 pounds			X	
Other:					> than 100 pounds				X

The Association has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter Employee's at-will employment, and the Association reserves the right to change this job description and/or assign tasks for the Employee to perform, as the Association may deem appropriate.

**(INFORMATION ON HOW TO APPLY ON NEXT PAGE)**

This is not a contract. Nothing in this document will alter the At-Will Employment Relationship.

## **HOW TO APPLY TO THIS ROLE (TIMELINE):**

- 1. Applications must be submitted by EoD on Friday July 19, 2024**
  - a. Note: Only “complete” applications will be considered. Please read below for instructions on what constitutes a “complete” application.
- 2. Live interviews (via zoom) will be held between July 22-26, 2024.**
- 3. Reference checks and any needed follow-up interviews will be held between July 29-31.**
- 4. Offer notice will be provided by July 31<sup>st</sup>.**
- 5. Incumbent expected to begin in-role within 1 month of offer.**

## **HOW TO APPLY TO THIS ROLE (“COMPLETE” APPLICATION):**

- **Applications must be sent by email to:**
  - [COMMISSION@UWASC.ORG](mailto:COMMISSION@UWASC.ORG)
- **Use the following subject line in your email:**
  - ||| State Lead for Civic Engagement – [YOUR FULL NAME] |||
  - Example: *State Lead for Civic Engagement - Joy Exemplar*
- **Send the following information in your email:**
  - 1. Cover Letter (written in the body of the email)**
    - Introduce yourself
    - Explain what piqued your interest to apply for this role
    - Explain what you feel makes you an aligned candidate for this role
    - Provide your contact information (phone and email)
  - 2. Resume (attached to email)**
    - Your past work experience, education experience, and civic experience
  - 3. References (attached to email)**
    - Names, description relationship/connection, years known, and contact information (phone and email) for at least 2 contactable references.

### **For questions about this role, please contact:**

*Mark Weller, Executive Director – South Carolina Service Commission*  
803-920-4868  
[mark.weller@uwasc.org](mailto:mark.weller@uwasc.org)

*As a believer in the power of committed volunteers to positively impact communities, the United Way Association of South Carolina is a proud Employer of National Service. AmeriCorps, Peace Corps, and other National Service alumni are encouraged to apply.*

### **We are an Equal Opportunity Employer:**

South Carolina Service Commission / AmeriCorps SC / United Way Association of South Carolina is an Equal Opportunity Employer. Employment at our organization is available to all, without regard to race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, genetic information, and military service.