



The CCAA's Mission is to advance economic security for Colorado individuals, families, and communities through maintaining and growing organizational capacity of partner agencies, providing training and technical assistance, and supporting strategic partnerships, best practices, and innovative solutions to poverty.

CCAA VITA Program Manager Job Posting

About Us:

The Colorado Community Action Association (CCAA) is the statewide membership organization for the Colorado Community Services Block Grant (CSBG) Eligible Entities, subrecipients, and partner agencies supporting communities and households with low-income across Colorado.

Position Summary:

Job Title: VITA Program Manager

Location: Colorado (remote but must be Colorado Resident)

Terms: Temp to Perm; Full-time (32 hrs/week); Salary; Telecommute

Reports to: Deputy Director

Salary Range: \$55,000-\$65,000 (depending on qualifications/experience)

Benefits: Simple IRA Match (up to 3%); \$50/month IT Stipend; \$500/month Medical Insurance Stipend; PTO and Vacation; Professional Development

The CCAA VITA Program Manager is responsible for coordinating and leading the Colorado Asset Building Coalition (CABC) VITA Sites and its statewide network of volunteers through an established network of site coordinators.

The VITA Program Manager will also assist with implementing board approved strategies and programs with guidance and direction from the CCAA Executive Team. The CCAA VITA Program Manager assists with grants management and plays a significant role in grant reporting. This position may assist with public communications and using information technology, website design, social media, and as such must be a strong interpersonal communicator.

We are looking for someone who has a passion for community building and helping eliminate poverty. The ideal candidate will be experienced in thinking strategically, executing established plans, leveraging financial resources, and achieving exceptional results in alignment with the organization's mission. This position will assist the Executive team with annual planning, budgeting, participating in board meetings, and take part in the decision making about the future of the organization.

The CCAA values diversity & belonging and is proud to be an Equal Employment Opportunity employer. All individuals seeking employment at CCAA are considered without regard to race, color, religion, national origin, age, sex, marital status, ancestry, physical or mental disability, veteran status, gender identity, sexual orientation, or any other legally protected characteristic. We are committed to providing reasonable accommodations for qualified applicants with disabilities in our job application and recruitment process.



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VITA Program Manager Duties:

Supervisory:

May include communications, coordinating, monitoring, and implementing training, assigning, and reviewing work, participating in the interview and selection process, assisting with recommendations impacting pay, status, and disciplinary action, evaluating performance independently, or in conjunction with other staff, and approving volunteer/intern timesheets (as appropriate).

Strategy & Leadership

- Accomplish objectives; assist with the monitoring of performance.
- Coordinates CCAA sponsored coalition (such as the CABC) activities with other governmental and private sector organizations.
- Assists with the development of community service projects, including preparation of grant requests, administration of grants, and monitoring and evaluation of grant funded programs.
- Develop and implement strategies to recruit and retain VITA volunteers.
- Provide ongoing support to VITA site staff and coordinators.
- Establish and maintain relationships with community organizations, nonprofits, and government agencies to promote the VITA program.
- Collaborate with local partners to identify potential sites and referral sources.
- Ensure compliance with established guidelines and regulations.
- Assists with preparing and administering the CCAA budget and grant funded programs; assists with ensuring compliance with fiscal program requirements.; tracking expenditures, managing/controlling expenditures, and financial planning/forecasting.
- Ensures the economical use of resources through efficient purchasing, storage, distribution and use of materials and supplies.
- Represents the CCAA before the community, with other governmental organizations, and on social media/websites.
- Assist in hosting CCAA's Statewide Conference and Regional Forums in alternating years.
- Performs other duties as appropriate or necessary for performance of the job.

Please note this job description is not designed to cover or contain a comprehensive listing of duties, or responsibilities that are required. There may be other duties needed to drive our mission, meet our strategic goals and abide by our organizational values.

Knowledge, Abilities and Skills

Education:

Bachelor's Degree from an accredited four-year college or university in Nonprofit Management, Public Administration, Volunteer Management, Human Services or related field. Extensive experience in association management may substitute for degree.

Experience:

Minimum 2-years of progressively responsible experience in non-profit work that includes significant volunteer recruitment and program management, and experience with boards and committees required.

Skills:

- People skills, team player, outgoing, creative, resourceful, critical thinker, results-oriented, and self-motivated
- Excellent verbal and written communication skills
- Ability to interact effectively with key stakeholders, government agencies, and partners
- Ability to work independently, set priorities, and meet deadlines
- Proficiency in Microsoft Office, Google Suite, public relations, social media, and marketing experience
- Strong organizational and time management skills

Please submit cover letter and resume to liz@coloradocommunityaction.org. Applications will be reviewed upon submission and interviews will be conducted ongoing until filled.