



CITY OF SELMA, ALABAMA
INTERNAL/ EXTERNAL JOB POSTING

The following position is available with the City of Selma. Applications are available in the Personnel Department located at City Hall, 222 Broad Street, Selma, AL 36701. Please contact the Personnel Department at (334) 876-1219 with any questions. Email your resume to: lrutledge@selma-al.gov.

TRANSFER REQUEST, APPLICATIONS AND RESUMES ACCEPTED UNTIL JOB IS FILLED

Position:	Field Coordinator
Reports to	Director – Selma AmeriCorps
Subordinate Staff:	None
Department:	Planning & Development
Location:	222 Broad Street Selma, Alabama 36701
Status:	Regular, P/T 20 hrs./wk.
Schedule:	Monday – Friday- some Weekends and Holidays
Rate of Pay:	\$15,000.00 -\$18,000.00 Annually

The Field Coordinator supports field-based AmeriCorps programs by ensuring effective member support, logistical coordination, safety oversight, and quality programming. Serving as a vital link between Serve Alabama and field teams, this role ensures efficient delivery of services, compliance with AmeriCorps standards, and the well-being of members serving throughout the state.

- ❖ This is a **grant-funded position** contingent on **annual funding** from Serve Alabama and AmeriCorps.

Primary Responsibilities:

- Serve as the primary point of contact for AmeriCorps members in the field.
- Conduct on-site visits to offer training, mentorship, and guidance to team leaders and members.
- Provide emotional support and help address concerns or challenges during service terms.
- Assist with organizing and delivering initial and ongoing training for AmeriCorps members.
- Foster leadership development, teamwork, and positive group dynamics through regular coaching and check-ins.
- Coordinate logistics for field deployments, including tools, equipment, and transportation.
- Help manage and maintain inventories of safety gear, vehicles, and supplies.
- Enforce safety protocols and ensure all activities meet AmeriCorps and state program standards.
- Conduct site and safety assessments and support consistent implementation of risk mitigation measures.
- Oversee submission of member timesheets, incident reports, performance tracking, and other necessary documentation.
- Collect and share feedback from members and field sites to support continuous improvement.
- Monitor field operations to uphold service quality and partner satisfaction.
- Support recruitment and volunteer engagement efforts as needed to broaden program impact.
- Familiarity with safety risk management and outdoor program support.
- Commitment to diversity, equity, and inclusive service practice
- Extensive in-state travel required. Overnight stays may be part of role responsibilities.
- Must be capable of outdoor work, including lifting, walking in varied terrain, and carrying field equipment.

Qualifications:

- Bachelor's degree or equivalent experience in public administration, environmental studies, education, nonprofit management, or related fields.
- Minimum of 2 years' experience in supervising or coordinating teams, ideally in field-based or service-oriented settings.
- Strong organizational, communication, and interpersonal skills.
- Comfortable with frequent in-state travel — sometimes overnight — and adaptable to outdoor or varied field conditions.

- Familiarity with AmeriCorps policies and basic grant-funded program compliance is preferred.

Required:

- Excellent communication skills (both written and verbal)
- 2 years of experience in an administrative role
- Ability to interact with people of varying backgrounds without prejudice or discrimination;
- Reliable transportation
- Strong commitment to service; former AmeriCorps Team Leader or former member with capacity to serve as a Team Leader preferred
- **Must** successfully complete a criminal background check and drug test in accordance with AmeriCorps regulations.
- **Must** possess a valid Alabama Driver's License or State Issued ID.

The City of Selma is an Equal Opportunity Employer.