Creating a Service Opportunity Listing in eGrants

AmeriCorps

Login to eGrants

Enter in **User Name** and **Password**
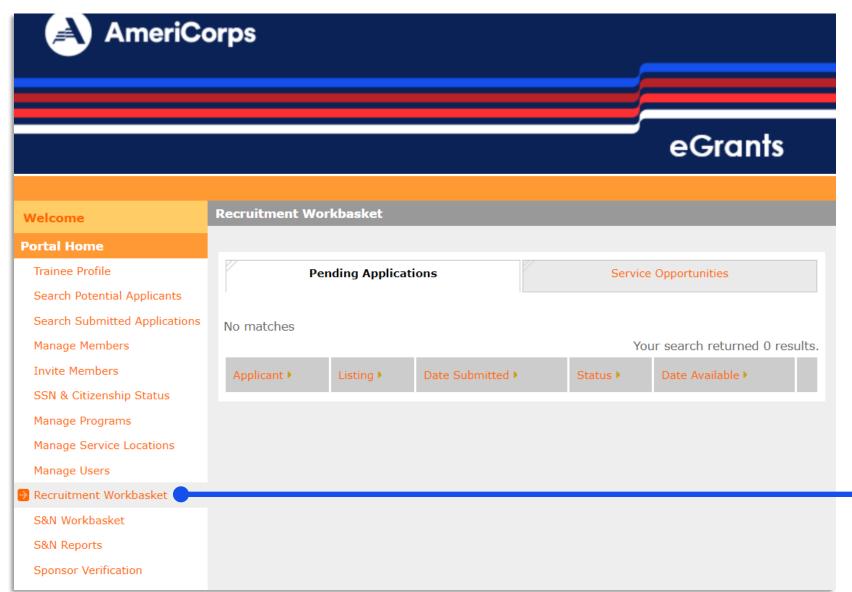
Then click **Login to eGrants**

Login to Portal Home

Click on the **Portal Home** link under View My AmeriCorps Portal
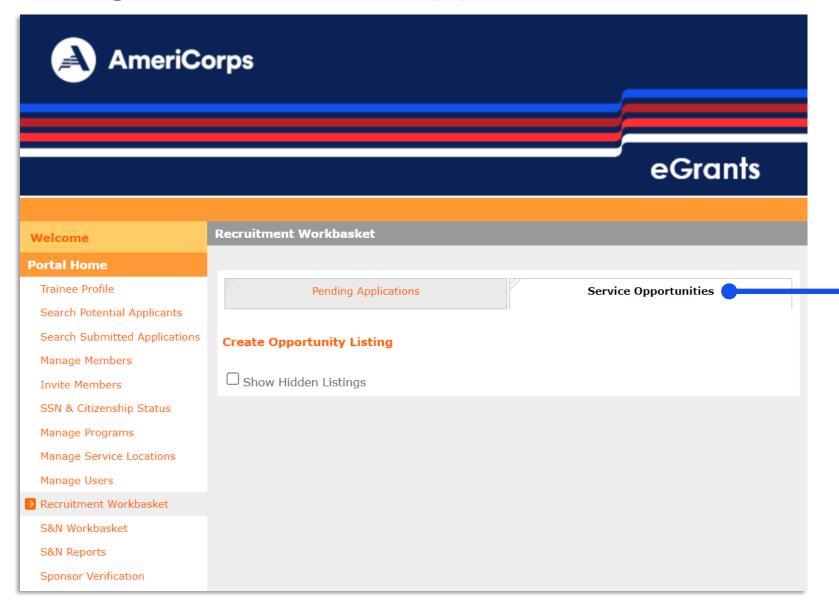
Navigate to Recruitment Workbasket
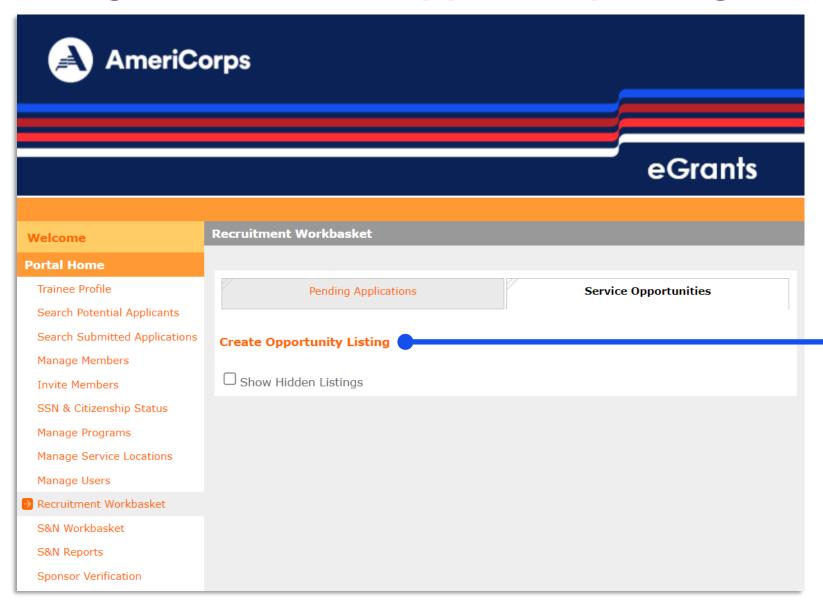

Click on the **Recruitment Workbasket** from **Portal Home menu**

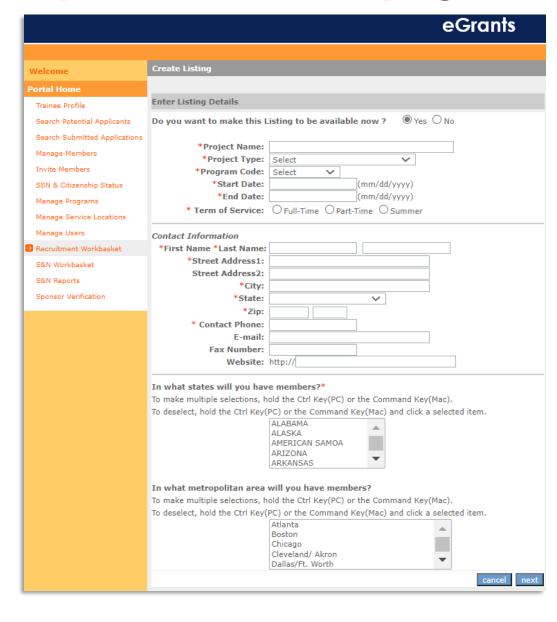# Navigate to Service Opportunities

Click on the **Service Opportunities** from the top tab selection

Navigate to Create Opportunity Listing

To create a new Service Opportunity Listing, click on **Create Opportunity Listing** at the top of the page

Input information – page 1

Input the following **required information**, as indicated by a red asterisk* or by AmeriCorps policy:
- Project Name
- Project Type
- Program Code
- Start and End Dates
- Term of Service
- Contact Information
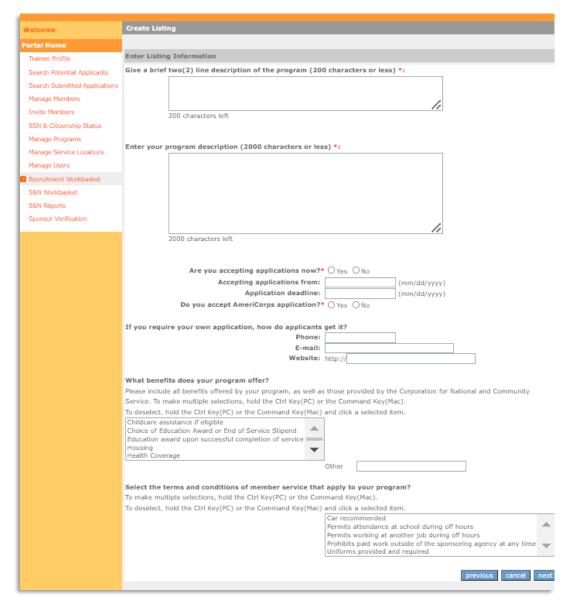- State(s) or Territories of service

Optional information:
- Listing availability (default "Yes")
- Metropolitan areas

Click **Next**

Note: Information **cannot** be saved until final submission

Input information – page 2

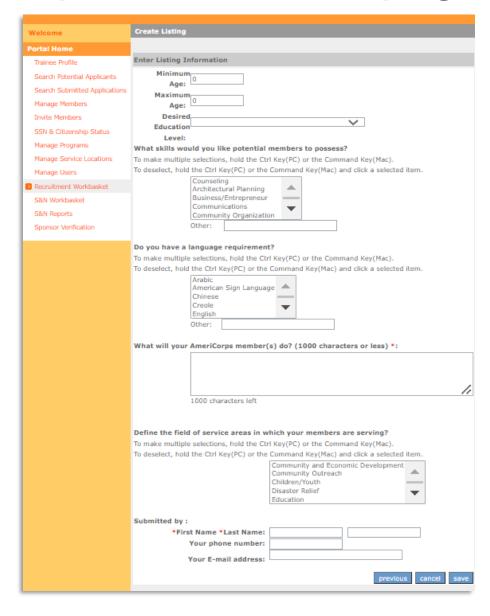Input the following **required information**, as indicated by a red asterisk* or by AmeriCorps policy:
- Two line description headline
- Program description
- Accepting applications (Yes/No)
- Application deadlines
- Alternate applications (Yes/No)
- Member benefits

Optional information:
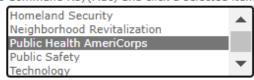- Alternate application information
- Terms and conditions

Click **Next**

Input information – page 3

Define the field of service areas in which your members are serving?
To make multiple selections, hold the Ctrl Key(PC) or the Command Key(Mac).
To deselect, hold the Ctrl Key(PC) or the Command Key(Mac) and click a selected item.

Input the following **required information**, as indicated by a red asterisk* or by AmeriCorps policy:
- Minimum Age
- Maximum Age
- Member activities
- Modification comment – if editing a listing
- Submitter name

Optional information:
- Desired education level
- Member skills
- Language requirement
- Service areas
- Submitter contact information

Click **Save** to submit to AmeriCorps

> ATTENTION Public Health AmeriCorps Grantees:
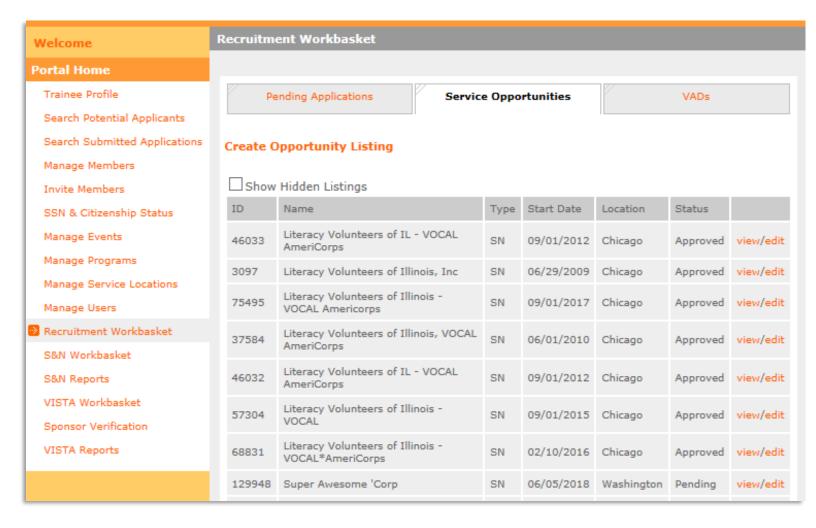> Select "Public Health AmeriCorps" in the Service areas information section

View Service Opportunity Listing

After clicking **Save**, the screen will display your newly submitted Service Opportunity Listing

Review the Service Opportunity Listing and if changes are required, navigate back to the **Service Opportunities** in the **Recruitment Workbasket** to edit

View Submission Status

Service Opportunity Listings **Status**:

- **Pending** – awaiting to be viewed by AmeriCorps.

- **Approved** – viewed by AmeriCorps and approved submission. Listing is now viewable, if indicated by submitter.

- **Denied** – viewed by AmeriCorps and disapproved submission. Listing needs to be edited and resubmitted.

Note: Every time a listing is **edited**, it is resubmitted with a new timestamp and listings are reviewed chronologically by AmeriCorps. If you do not wish to edit and adjust the timestamp, select **view**.

Resources

Resources for drafting compliant Service Opportunity Listings are available at:

americorps.gov/grantees-sponsors

Suggested listing language

- **Suggested listing language**
  Gain valuable professional experience or help an organization expand its capacity, while making an impact in your community. [ORGANIZATION] is looking for [X] [FULL-TIME/PART-TIME] AmeriCorps member(s) with a passion for public health to serve on our team. You'll support with [PROJECT TASK, e.g., pandemic relief, improving health equity, increasing access to mental health services]. Apply today to help strengthen your local community through national service with Public Health AmeriCorps, a joint partnership between AmeriCorps and the Centers for Disease Control and Prevention.

- The more specifics you can provide about the type of activities your members will be supporting, the better. That said, be conciseness and to the point in outlining member duties so applicants don't have to read through big blocks of text.

- Avoid using 'job' as a way to talk about your service opportunities, and be sure the living allowance isn't confused with a salary. This helps manage expectations for potential members.

- Be sure to list your organization's PHA point of contact so that prospective applicants can get in touch for more information.