



Administration and Compliance Project Coordinator Position

WHO WE ARE

The Local Government Commission (LGC) is a nonprofit organization fostering innovation in environmental sustainability, economic prosperity, and social equity. LGC works to build livable communities and local leadership by connecting leaders via innovative programs and network opportunities, advancing policies through participation at the local and state level, and implementing solutions as a technical assistance provider and advisor to local jurisdictions. Current program areas include Community Design, Healthy Communities, Water, Climate Change, Energy, and National Service. Our focus is on making communities more livable, prosperous, resilient, and sustainable.

In our mission to build livable communities and local leadership, we strive to address inequities throughout our work: in our events and network opportunities; as we advance policies through local and state engagement; and as we provide technical assistance to local jurisdictions. Our work supports those dedicated to improving their communities, and we believe that change is best advanced at the local level.

CivicSpark is a Governor's Initiative AmeriCorps program dedicated to building capacity for local governments to address the most pressing environmental and social equity problems facing communities today. Each year, CivicSpark recruits local governments (Partners) to host community need projects across California on a wide range of topics, including: climate change, water resource management, housing, and mobility. The program also recruits Fellows to serve with the Partner on these projects for 11 months.

We are an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

WHO WE'RE LOOKING FOR

We are looking for a motivated and committed individual to support the [CivicSpark Program](#) within the Admin and Development team. The Project Coordinator will work closely with the Admin and Development Program Manager, and support overall program operations through a mixture of data tracking, compliance, reporting, and program administration activities.

WHAT YOU CAN BRING

We are searching for candidates with the following attributes and qualifications:

- Commitment to efficiency in systems and operations
- Ability to think analytically and critically, with an aptitude for numbers
- Ability to work both independently and in a collaborative setting with excellent organizational and time management skills
- Accurate and detail-oriented
- Experience in data management and tracking
- Adaptable, dependable, and responsible
- Strong interpersonal and communication (written and verbal) skills
- Solid initiative and self-motivation

Additional contributions we value (but are not required):

- Operations and/or administrative experience
- A Bachelor's Degree from an accredited 4-year institution in a relevant field (business administration, operations, etc.)
- Familiarity with databases such as, FileMaker, Airtable, Salesforce, Access and other software
- Experience with AmeriCorps, Vista, or other National Service Programs is helpful, but not necessary

RESPONSIBILITIES

The Administration & Compliance Project Coordinator will be part of a team responsible for ensuring quality program performance and tracking by providing the tools and resources for overall program success. The Coordinator will be the front-line staff around data and metrics, program reporting and compliance, and contracting, all of which are crucial components of the program; therefore, they must be highly-responsive and able to clearly communicate progress, challenges, and potential changes in a timely manner due to the importance of their role and responsibilities.

Specific responsibilities will focus on the following primary activities:

Program Start-up / Wrap-up (Feb - August)

- Support Partner and Fellow recruitment and placement through candidate processing and interviews.
- Setup and maintain organized reporting systems and databases.
- Assist in the generation, routing, tracking, and filing of key program documentation (e.g. hiring paperwork, Fellow and partner contracts, background checks etc.), and maintain accurate and compliant program files
- Support Fellow program enrollment/exit and setup/wrap up of benefits, including communication with LGC HR.

Program Implementation (September - August)

- Support high-quality data collection and analysis for program outcome and impact tracking, and assist with program reporting as needed.
- Ensure program compliance by tracking Fellow and Partner reporting (e.g timesheets and service hours, assessments, other program deliverables).
- Support program contracting and reporting for AmeriCorps State and National grants, including overall program compliance.

Program Development (Year-Round)

- Support the Program Admin and Development Manager with development activities through sponsorship research and proposal support.

Additionally, the Project Coordinator will support and collaborate with other program staff on different program activities as needed.

This position will require limited travel (dependent on COVID-19).

LOCATION

This position would begin remote, as all LGC staff currently are. Depending on the status of COVID-19 and re-opening of establishments, this position will then transition into the office, which is located in Sacramento at: 980 9th St, Suite 1700, Sacramento, CA 95814.

COMPENSATION & BENEFITS

This position is full-time and hourly (non-exempt) and is located in Sacramento. The annual full-time salary range for this position is \$43,680 - \$48,880 depending on qualifications. The benefits package includes:

- 100% employer-paid medical, dental and long-term disability coverage
- Ten days of paid vacation time per year for the first two years and fifteen days after the second year, accrued on a pro-rata basis.
- Twelve days of paid sick leave per year, accrued on a pro-rata basis.
- Twelve paid holidays per year.
- Access to the LGC's Employee Assistance Program
- 401K retirement plan with an employer contribution which is currently up to 4% of salary. Full-time employees are eligible to participate in the plan after one year of employment.

APPLICATION PROCESS & DEADLINE

Interested applicants should email a résumé and cover letter describing their qualifications and interest in the position to the Local Government Commission (HR@lgc.org). Please use the subject line "Administration and Compliance Project Coordinator Search."

The position is open until filled.