



**Local Government Commission**  
*Leaders for Livable Communities*

## **CivicSpark Project Manager Job Description**

### **WHO WE ARE**

The Local Government Commission (LGC) is a nonprofit organization fostering innovation in environmental sustainability, economic prosperity, and social equity. The Local Government Commission is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state or local protected class. We embrace and celebrate a diverse & culturally rich workforce, are committed to creating an inclusive environment for all employees, and welcome all candidates to apply.

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 (CivicSpark). 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**

CivicSpark, also known as the National Service Team is a Governor's Initiative AmeriCorps program dedicated to building capacity for local governments to address emerging environmental and social equity resilience challenges such as climate change, water resource management, affordable housing, and mobility. Each year, CivicSpark recruits a cohort of Fellows who serve community needs by implementing projects across California tackling some of the state's most pressing issues. The CivicSpark program sits within the Local Government's (LGC) National Service team. The National Service team implements the CivicSpark program in California, and is currently exploring expanding the CivicSpark program in Colorado and Washington in Fall 2022. CivicSpark is a Governor's Initiative AmeriCorps program dedicated to building capacity for local governments to address emerging environmental and social equity resilience challenges such as climate change, water resource management, affordable housing, and mobility. Each year, CivicSpark recruits a cohort of Fellows who serve community needs by implementing projects across California tackling some of the state's most pressing environmental issues.

### **WHAT WE OFFER**

The LGC supports staff by providing opportunities for professional development and training in a collaborative work environment. A strong work-life balance is encouraged and supported through flexible work schedules, a focus on staff engagement, and employee appreciation. Staff have the

opportunity to engage and participate in both internal and external organizational initiatives and play an important role in an organization that is positively impacting communities across California and Colorado

This position is part-time through Spring/Summer 2022, then will transition to full-time; is exempt and is located in Colorado with occasional travel to California as well as additional travel around Colorado. The starting hourly rate for this position is between \$25 and \$27 per hour.

LGC's part-time benefits package includes:

- 50% employer-paid medical, dental
- Employer paid long-term disability coverage.
- PTO (vacation, sick and holiday pay TBD based on your hours and schedule)
- Monthly cell phone and internet stipend
- 401K retirement plan with a 4% employer contribution (Employees are eligible to participate in this plan after the first quarter following one year of employment and reaching 1,000 hrs of service).
- Access to the LGC's Employee Assistance Program.

## **WHO WE'RE LOOKING FOR**

We are looking for an experienced and dynamic individual to join the National Service team part-time (20-25 hours per week) through Spring/Summer 2022, with the intention to begin full-time upon confirmation of operational program funding. This individual will lead the program-planning process in the state of Colorado and work towards the eventual implementation of the CivicSpark program in the state. We are seeking a motivated and committed individual with strong program management, communications, stakeholder engagement, and strategic planning skills with deep relationships in the field/sector and the ability to work both collaboratively and independently.

## **WHAT YOU CAN BRING**

Candidates will need to demonstrate their dedication to playing a leading role in the fields of public, community, and national service as well as the rapidly evolving fields of climate resilience with the experience and skills necessary to be an effective program manager. We are searching for candidates with the following key attributes and qualifications:

### **Required Qualifications**

- At least 3 years of experience managing multiple projects with excellent organizational and time management skills.
- A bachelor's or master's degree in environmental policy, planning, public administration or a closely related field. (relevant work experience may be considered in place of a degree on a case-by-case basis).
- Ability to be permanently located in Colorado state.

- Working understanding of equity, environmental justice, and social/racial justice principles, frameworks, and practices as applied in the fields of climate change, energy and local government, as well as a personal, demonstrable commitment to these issues.
- Excellent verbal communication skills with demonstrated experience and skills in managing relationships, facilitating meetings, engaging diverse stakeholder groups and/or community members, and preparing and delivering presentations.
- Excellent written communication skills, including experience preparing concise, comprehensive, and understandable policy memos, technical reports, community engagement plans, fact sheets, and other written materials.

#### Preferred Qualifications

- Working relationships in and knowledge of local government structures and functions particularly relating to policies or programs focused on climate change mitigation, adaptation and resilience, energy, and/or land use planning in Colorado.
- Working knowledge of AmeriCorps or similarly structured service or volunteer programs.
- Experience with event planning, including developing agendas, coordinating with speakers, and organizing logistics.
- Experience with key software programs including Microsoft Office Suite, iOS/Apple, Google Suite, Monday.com, Airtable, Formsite, Constant Contact, MailChimp, and/or Survey Monkey.
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#### **RESPONSIBILITIES**

The Program Manager will be responsible for overseeing the preparation and launch of a CivicSpark program cohort in Colorado in Fall of 2022. This position will report to the Senior Program Manager and work closely with the CivicSpark leadership, operations, and service learning teams to carry out the following:

- *Community Needs Assessment:* Identify critical climate-related issues, emerging trends and relevant environmental policy facing local governments in Colorado, using a social/racial equity lens, to determine Fellow placement sites and project work.
- *Stakeholder Engagement & Relationship Management:* Identify potential partner agencies to host and fund CivicSpark Fellows for the inaugural cohort. Upon confirmation of program funding, review applications, conduct interviews, approve placements, facilitate contracts, and provide necessary training and support for partners. Develop relationships with organizations within the state to amplify and support the CivicSpark opportunity. Represent LGC at various meetings and workshops in the state.
- *AmeriCorps Reporting and Compliance:* Oversee and complete necessary program reporting for Serve Colorado during the planning and launch of the cohort, as well as throughout the service year. Monitor reporting for staff and Fellows to ensure compliance with AmeriCorps State and National requirements throughout the year.
- *Candidate Recruitment and Hiring:* Upon confirmation of program funding, establish and promote the candidate application, develop and conduct the interview process, and route eligible candidates to partners for the placement of Fellows with local agencies in the state in

accordance with Serve Colorado guidelines and in alignment with the CivicSpark California process.

- *Program Material Development:* Develop and maintain resources that support program planning and implementation tasks such as a Program Guide, Partner Welcome Packet, Fellow Contract, presentation slide decks, among others.
- *Fellow Curriculum Development:* Develop and conduct content and engage local speakers for program Orientation, Mid-Year Retreat, Graduation, and monthly trainings for all Fellows in the program. Coordinate with the CivicSpark Service Learning Manager for training development.
- *Team and Fellow Management:* Hire, onboard, oversee, supervise and motivate a Program Coordinator to support program tasks and oversee Fellows in Summer 2022 (hire is dependent on total number of Fellows determined in planning process). Effectively delegate tasks and provide clear guidance and training as needed; work collaboratively with all members of the National Service Team and LGC staff. Oversee and support a subset of Fellows throughout the state during program implementation.

#### **APPLICATION PROCESS & DEADLINE**

Interested applicants should email their résumé and a cover letter describing their qualifications and interest in the position to Human Resources at [hr@lgc.org](mailto:hr@lgc.org).

Candidates are requested to use the following headings and labels when submitting their application. References should be included directly in the email body.

- Email subject line: CivicSpark Colorado PM Application [Full Name]
- Cover Letter attachment: First Initial.Last Name\_Cover
- Resume attachment: First Initial.Last Name\_Resume

These positions will remain open until filled and interviews will be conducted on a rolling basis. The first priority deadline is November 8, and the second priority deadline is November 19.

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**This position is open until filled.**