



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

**Come work with us!**

**The Local Government Commission is looking for a Regional Coordinator for the Greater Los Angeles / San Diego Region**

### **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.

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 individual to support regional implementation of the [CivicSpark Program](#) in the Greater Los Angeles area. CivicSpark is a statewide Governor's Initiative AmeriCorps program dedicated to building capacity for local governments to address community resilience issues such as climate change, water resource management, and access to opportunities.

The Regional Coordinator will support existing Regional staff through July 2019 and will transition into full regional oversight by August 2019, overseeing a team of 10-20 Fellows in their region. Regional Coordinators will act as an integral part of the CivicSpark team, supporting the AmeriCorps Fellows and coordinating closely with LGC staff in Sacramento to ensure the program is implemented successfully in their region.

### **WHAT YOU CAN BRING**

We are searching for candidates with:

- A Bachelor's Degree in environmental science, sustainability, community design, political science, social justice, education, social work or related experience

- Strong attention to detail and are deadline conscious
- Dependability, accuracy, and responsibility
- Skill working independently as well as part of a team
- Experience working in a mentoring / community service capacity
- Strong people and team management experience
- Excellent organizational and time management skills
- Strong written and verbal communication skills as well as strong public speaking skills

Additional contributions we value (but are not required):

- Experience managing multiple projects
- Experience working with volunteers
- Experience with national service program implementation / regulations
- Working knowledge / understanding of local government operations and structures, especially as they relate to climate protection
- Experience coordinating activities for a remote team

**RESPONSIBILITIES**

Act as team coordinator and mentor to the Fellows throughout the service year:

- Provide overarching support to Fellows on capacity-building project implementation, volunteer engagement, and transition of knowledge with local governments.
- Assist Fellows with 'life after AmeriCorps', including providing networking opportunities, and job search / interview trainings.
- Educate Fellows on typical office expectations and behaviors.
- Oversee regional leadership project development and implementation.

Oversee regional training and professional development for Fellows:

- Coordinate professional development and service activities for the Fellows, including assistance in facilitation and developing content for orientation, monthly trainings, and quarterly service days.
- Oversee individualized professional development support processes for all Fellows.
- Address case management issues as necessary.
- Support at least one sector group to provide track-specific training to Fellows throughout the state.

Serve as a regional liaison and representative for CivicSpark and the Local Government Commission in their region:

- Work closely with project partners and other local governments to ensure that capacity-building projects start up and close out effectively.
- Work with project partners throughout project implementation.
- Support ongoing local government recruitment for future project work by responding to inquiries and sharing leads with LGC staff in Sacramento.

Complete and supervise administration tasks as related to our performance measures:

- Ensure that required AmeriCorps documentation is completed in a timely fashion, including weekly Fellow time sheets, monthly program reports, Fellow assessments, pre- and post-service assessments, and other documents as necessary.

- Evaluate program outcomes to support the reporting requirements of the AmeriCorps program.
- Track and report impact metrics and other emerging themes.
- Assess Fellow and beneficiary compliance and performance outcomes.
- Ensure all Fellows and projects are in AmeriCorps compliance throughout the service year, and address any noncompliance issues with LGC staff.

Supporting Director and Project Managers with CivicSpark implementation and other climate change, water, housing, and community connectivity work as needed.

**This position is remote, the regional coordinator will likely work from home. This position will also require regular travel (approximately monthly to sites within region); applicants should have access to a car.**

### **COMPENSATION & BENEFITS**

This position is full-time and exempt and is located in the Greater Los Angeles Area. The annual full-time salary range of this position is \$43,680 - \$50,000 depending on qualifications.

The benefits package includes:

- 100% employer-paid medical, dental and long-term disability coverage
- Vacation: Ten days of paid time off accrued in years one and two / Three weeks accrued during year three
- 12 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**

Applicants should email their résumés and cover letters describing their qualifications and interest in the position to Sage Williams at the Local Government Commission ([swilliams@lgc.org](mailto:swilliams@lgc.org)). Please use the subject line "CivicSpark Regional Coordinator Search"

The position is open until filled.

### **ADDITIONAL INFORMATION**

CivicSpark Vision and Mission:

- **Vision:** We envision a California of vibrant communities where our local governments and leaders are empowered and equipped to proactively serve the needs of all community members.
- **Mission:** Through National Service, CivicSpark contributes to a more resilient and just California by:
  - Building **local government capacity** to address entrenched and emerging issues;
  - Serving as a social purpose career accelerator for **future leaders**; and
  - Fostering lasting, authentic **community engagement**.

CivicSpark Program Description:

CivicSpark is a Governor's Initiative AmeriCorps program dedicated to building capacity for local governments to address community resilience issues such as: climate change, water resource management, and access to opportunities. CivicSpark is managed by the Local Government Commission (LGC) in partnership with the Governor's Office of Planning and Research. Each year, CivicSpark recruits 90 Fellows who serve with local governments for 11 months, implementing projects across California on a wide range of topics, including: water resources and policy, climate adaptation and mitigation, affordable housing, and rural broadband.

Fellows gain valuable experience in the sustainability field, build professional skills, and develop a strong network while having a lasting impact in local communities. Over the past four years, 224 CivicSpark Fellows have provided over 360,000 hours of service to California's communities, implementing over 340 targeted projects to support over 170 local government agencies and reaching over 35,000 community members, including residents, business owners, and the general public.