



Local
Government
Commission

Leaders for Livable Communities

Join Our Team

The Local Government Commission is looking for
a CIVICSPARK PROJECT COORDINATOR.

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 and committed individual to support the [CivicSpark Program](#). 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 Project Coordinator will support statewide program operations through a mixture of accounting, administration, and program implementation 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.
- Experience and comfort using MS Excel and databases
- Adaptable, dependable, accurate, detail-oriented, and responsible
- Strong interpersonal and communication (written and verbal) skills
- Has initiative and is self-motivated

Additional attributes and qualifications we value (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.)
- Budgets, procurement, data management or tracking experience
- Familiarity with Google Suite, FileMaker, QuickBooks, or expense/accounting software
- Experience with AmeriCorps, Vista, or other National Service Programs helpful, but not necessary

RESPONSIBILITIES

The Project Coordinator will be part of a team responsible for operational activities. Responsibilities will focus on the following primary activities.

Facilitate Program Operations

- Assist in the generation, routing, tracking, and filing of key program documentation (e.g. partner contracts).
- Review and process Fellow and staff expense reimbursements and support the process for payment.
- Support high-quality data collection and analysis for performance measures, and assist with program reporting as needed.
- Facilitate clear communication of progress, challenges, and potential changes to project managers.

Support Program Compliance

- Ensure program compliance by tracking submissions, approvals, and updates to Fellow reporting (e.g timesheets, assessments) and other key program deliverables.
- Assist in maintaining accurate program files by collecting personnel documentation and maintaining files.
- Support program contracting and reporting to State and National grants.

Support Director and Managers with CivicSpark implementation and other program work as needed.

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

This position will require occasional travel.

COMPENSATION & BENEFITS

This position is full-time and non-exempt and is located in Sacramento. The annual full-time salary range for this position is \$41,600-\$44,720 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

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

The position is open until filled.