

CivicSpark Regional Coordinator 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. 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 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.

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.

This position is full-time and exempt. The annual full-time salary for this position is **\$54,080**. 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 the first quarter following one year of employment.

WHO WE'RE LOOKING FOR

We are looking for up to four motivated individuals to serve as Regional Coordinators for the Greater Los Angeles, Bay Area and Greater Sacramento, and Sierra/San Joaquin Valley regions. Regional Coordinators are an integral part of the CivicSpark team, who work alongside other LGC team members to ensure the program is implemented successfully in the region.

WHAT YOU CAN BRING

We are searching for candidates with:

- A Bachelor's Degree in environmental science/studies, sustainability, planning, community design, political science, social justice, education, sociology, or related field OR 5 years of related experience
- Ability to be geographically located in the region the position serves
- Strong attention to detail and deadlines
- Dependability, accuracy, and responsibility
- Ability to work independently as well as part of a team
- Experience working in a mentoring / community service capacity
- Drive to integrate racial equity into our program areas
- 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 or supervising staff
- Experience with curriculum or training development
- Experience with national service program implementation / regulations
- Working knowledge / understanding of local government operations and structures, especially as they relate to climate mitigation and adaptation, water management and policy, affordable housing, sustainable mobility, economic development, rural broadband, or direct climate action
- Experience coordinating activities for a remote team

RESPONSIBILITIES

Act as project coordinator to ~20 project placements (Fellows and local government partners) throughout the service year:

- Support our partnerships with Fellows, Project Partners and the communities they serve.
- Provide overarching support to Fellows on project implementation, site expectations, program reporting, and local service. Address case management issues as necessary.
- Work closely with non-profit, state, and local government project partners to ensure that projects are initiated and completed effectively.
- Support Partner and Fellow recruitment and placement.

- Serve as a regional liaison and representative for CivicSpark and the Local Government Commission

Oversee training and professional development for Fellows, in collaboration with other staff:

- Coordinate local professional development and service activities for Fellows, including facilitating and developing content for monthly professional development and sector-specific training.
- Oversee individualized professional development support processes for Fellows.
- Assist Fellows with 'life after AmeriCorps', including providing networking opportunities, and job search / interview training.

Complete and supervise administrative tasks as related to performance measures:

- Ensure required AmeriCorps documentation is completed in a timely fashion, including weekly Fellow time sheets, monthly program reports, Fellow and partner assessments, and other documents as necessary in collaboration with other staff.
- Track and report impact metrics and performance outcomes.
- Ensure all projects are in AmeriCorps compliance throughout the service year, and address any noncompliance issues with LGC staff.

This position is remote, the Regional Coordinator will likely work from home, local to the region they are overseeing. Depending on the status of COVID-19, this position may also require regular travel (approximately monthly to sites within the region), occasional travel into the Sacramento office and for larger events including Orientation, Mid Year Retreat, and Graduation; applicants should have access to a car.

APPLICATION PROCESS & DEADLINE

Applicants should email their résumés and cover letters describing their qualifications and interest in the position to Human Resources at the Local Government Commission (hr@lgc.org). Please use the subject line "CivicSpark Regional Coordinator Search."

Please submit applications by July 23, 2021.