



Come work with us!

The Local Government Commission is looking for a new Senior Project Manager for the CivicSpark AmeriCorps Program

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 dynamic and outgoing individual to manage implementation of all aspects of 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.

WHAT YOU CAN BRING

We are searching for candidates with:

- Previous program management experience (including budget tracking and grant reporting).
- Experience supervising and mentoring individuals and teams.
- Experience working with a diverse group of people (both internally and externally).
- Excellent written and verbal communication skills.
- Comfort with public speaking and facilitation.
- Experience with hiring and onboarding.

- Comfort using a variety of software platforms (including Microsoft Suite and Google Docs) and the flexibility and ability to learn new systems that might be unfamiliar.
- A bachelor's degree and five years of experience with increasing responsibility.
- Attention to details, deadlines, and timelines.
- Demonstrated leadership abilities.

Additional contributions we value (but are not required):

- Experience managing an AmeriCorps program.
- Experience with event planning (including creating agendas, coordinating with speakers, organizing lodging and other logistics).
- Experience handling HR duties such as professional development plans, disciplinary processes, interpersonal conflicts, and other personnel issues.
- Experience with team building and support (with remote staff, in particular).
- Experience building a strong product or service brand / message.
- Knowledge of California local government planning, policy, and administrative practices.
- Knowledge of California's key community resilience issues (climate, water, affordable housing, etc.).
- Advanced training, experience, or degrees.

RESPONSIBILITIES

Program Oversight and Administration:

- Managing all aspects of program administration including monthly invoices, reporting, and billing projections.
- Overseeing the management and implementation of contracts and grants with CaliforniaVolunteers.
- Overseeing budget allocations and timely delivery of projects.
- Leading and participating in development and fundraising activities.
- Managing admin process for AmeriCorps Fellows and staff, including expense reports, timecards, HR paperwork, and case management as needed.
- Managing, evaluating, and revising as necessary all program policies and procedures, program communication, partner engagement, Fellow supervision, and local government participation.
- Leading reporting activities including tracking progress toward overall performance measure targets and ensuring program compliance.

Program Operations:

- Overseeing 10 full-time staff members and 90 Fellows; supervising CivicSpark leadership team; facilitating regular staff meetings, individual check-ins, and annual professional development planning.
- Developing annual programmatic goals, focus area, and overall program strategy.
- Identifying emerging trends, potential challenges and new opportunities.
- Maintaining a comprehensive CivicSpark marketing and communications strategy and platform.

- Coordinating the partner advisory network (organizing quarterly partner calls and sub-regional groups).
- Developing and maintaining external relationships with funders and partners relevant to their program area.
- Playing a role in the LGC Leadership Team, coordinating engagement with other LGC program areas, and participating in Managers & Directors meetings.
- Representing LGC and CivicSpark in presentations, meetings, advisory committees, and written communications.
- Oversee event planning for all in-person events.

Recruitment/Onboarding:

- Administer recruitment plan for AmeriCorps members, including interviewing and managing new hire process.
- Overseeing the Fellow recruitment and matching process (intake of 350+ candidates, participating in interviews, matching Fellows with local government partners).
- Overseeing the implementation of a year-long Fellow training curriculum, including an in-person Orientation and mid-year retreat.
- Overseeing all new staff hiring.

Other management responsibilities as needed and as may arise related to this role.

This position will require occasional travel.

COMPENSATION & BENEFITS

This position is full-time and exempt and is located in Sacramento, CA. The annual full-time salary range of this position is \$62,000 - \$75,000 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

APPLICATION PROCESS & DEADLINE

Applicants should send their résumés and cover letters describing their qualifications and interest in the position to Ben Morrison at the Local Government Commission (bmorrison@lgc.org). The position is open until filled.

ADDITIONAL INFORMATION

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, CivicSpark Fellows have provided over 330,000 hours of service to California's communities, implementing over 350 targeted projects to support over 150 local government agencies and reaching over 20,000 community members, including residents, business owners, and the general public.

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**.

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.