



Local Government Commission *Leaders for Livable Communities*

Full-Time Project Associate – April 2016

Position is open until filled

The Local Government Commission is looking for a passionate communications and administrative professional to join our team in launching a new AmeriCorps program. LGC has an immediate full-time position for a Project Associate to develop and support *WaterCorps*, which will complement our highly successful statewide AmeriCorps program – CivicSpark - which is dedicated to building capacity for local governments to address climate change. WaterCorps will be working to provide professional development opportunities for 20 AmeriCorps Fellows while implementing targeted research, planning, and implementation projects related to California water issues.

The Local Government Commission (LGC) is a nonprofit organization fostering innovation in environmental sustainability, economic prosperity, and social equity. The LGC is helping to transform communities through inspiration, practical assistance and a network of visionary local elected officials and other community leaders. Current program areas include: Healthy Community Design, Water, Climate Change, and Energy. Our focus is on making communities more livable, prosperous, resilient, and sustainable.

We are seeking a motivated, committed individual with strong experience in communications, administrative duties, and team development. A background in water, environmental studies, sustainability, community design, or political science is beneficial, but not required. The WaterCorps Associate will be responsible for complex tasks and support for the CivicSpark Project Manager, Water Program Manager, and Program Directors. This is an excellent opportunity to be involved in a dynamic and exciting program from launch to completion.

Job Duties:

The Project Associate will support the CivicSpark Project Manager, Water Program Manager, and Program Directors with the following aspects of program implementation:

- *Community Relationships*
 - Assist Water Program Manager with engaging community partners, developing deliverables and managing Fellow projects.
 - Develop and distribute program materials to program partners and participants.
 - Work closely with community partners to develop and execute assessments, implement projects, and develop volunteer engagement opportunities.
 - Conduct regular check-ins with community partners and Fellow supervisors (at least monthly) to ensure Fellows are working effectively and projects are moving forward as planned.
 - Communicate progress, challenges, and necessary changes to Water Program Manager on a regular basis.
- *Recruitment, Supervision, and Support of WaterCorps Fellows*
 - Implement annual recruitment process for 20 Fellows; research relevant outreach channels, manage job postings, update job postings to target regional needs.
 - Conduct hiring process tasks: identify top tier candidates, schedule interviews, and facilitate screening calls.
 - Help develop and implement Fellow trainings (40-hour fellow orientation, monthly trainings, and other professional development opportunities).
 - Conduct regular check-ins with Fellows (at least monthly) to ensure they are effectively implementing the functions specified in their job descriptions and achieving their professional development goals.
 - Provide support to partners and/or Fellows when challenges arise.
 - Assist with HR issues; provide guidance to fellows on AmeriCorps and LGC expectations and discipline processes.
 - Conduct site visits at least annually, and as needed.



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- **Program Operations**

- Work with Water Program Manager & CivicSpark Project Manager to develop WaterCorps strategic plans and goals.
- Develop and distribute project deliverables (e.g., training materials, fact sheets, case studies, reporting documents, correspondence, etc.).
- Conduct event planning and coordination, including but not limited to researching and securing event logistics, registration, etc.
- Assist with developing marketing and outreach materials, including a bi-monthly newsletter, website updates, and general program flyers.
- Fully understand and comply with accurate and timely AmeriCorps reporting requirements.
- Track, analyze, and assess Fellow and partner data collection, compliance and performance outcomes.
- Maintain complete and organized records of important personnel information (such as new hire paperwork and background checks).
- Assist with contract activities, including processing service project applications and monthly invoicing.
- Manage multiple databases, spreadsheets, timelines, reports and processes.
- Organize, schedule, and help facilitate meetings (in-person, teleconference, and webinar).
- Prepare meeting notes and distribute meeting summaries.
- Other additional support tasks as needed.

This position will require occasional travel.

Qualified Applicants Must:

- Have a Bachelor's Degree from an accredited 4-year institution
(Extensive, relevant work experience may be considered in place of degree, on a case-by-case basis).
- Have experience in event organizing and planning.
- Have facilitation and/or grass roots organizing skills (training or experience).
- Be dependable, accurate, and responsible.
- Have excellent organizational and time management skills.
- Have excellent written and verbal communication skills.
- Background check required

Desirable skills and attributes:

- Bachelor's Degree in communications, administration, or planning (or related experience).
- Working knowledge/understanding of California local governments, water policy, and water sciences.
- Experience balancing multiple projects and tasks at the same time.
- Be highly detail-oriented and deadline conscious.
- Familiarity with marketing and social media.
- Experience with National Service is preferred.

Location: 980 9th St, Suite 1700 • Sacramento, CA 95814, Ph: (916) 448-1198

Compensation: \$39,000 - \$45,000 + benefits (health, dental, long-term disability, vacation)

Fax or email resume with cover letter to:

Email: lgc@lgc.org

Fax: 916-448-8246



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Subject: Water Action Corps Project Associate Search