[ ]  Current

[x]  Proposed

**POSITION INFORMATION:**

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| **Employee Name:**Vacant | **CV Unit:**Marketing and Member Engagement Department  |
| **Classification:**Senior Intergovernmental Program Analyst  | **Working Title:**Recruitment and Outreach Specialist |
| **Salary:**$6138 - $7412 per month | **Position Number:** 368-655-5419-901 |
| **Work Location:** 400 10th Street, Sacramento, CA 95814 | **Effective Date:**TBD |

**CALIFORNIA VOLUNTEERS:**

California Volunteers, Office of the Governor is the state office tasked with engaging Californians in service, volunteering, and civic action.

Since 2020, California Volunteers has launched several historic initiatives including Governor Newsom’s California Climate Action Corps, the country’s first statewide climate corps program; the #CaliforniansForAll service initiative launched in response to COVID-19 to establish a volunteer corps to support the state’s response to emergencies and disasters; and Operation Feed California, a volunteer program created to stabilize California food bank operations.

As part of Governor Newsom’s California Comeback Plan, California Volunteers received a nearly $400 million investment in service to expand and create new programs.

Led by the state’s Chief Service Officer, Josh Fryday, California Volunteers is supported by a bipartisan 25-member Commission and a team of experts driven by a mission to empower and mobilize all Californians to volunteer and serve in their communities.

**SCOPE:**

Under the general direction of the Programs Recruitment Manager, the Recruitment and Outreach Specialist assists the Programs Department in recruiting highly qualified College Corps, Climate Action Corps, Youth Jobs Corps and AmeriCorps Members to serve communities. The Recruitment and Outreach Specialist is responsible for cultivating leads sourced through marketing campaigns to apply for service programs.

**SPECIFIC DUTIES:**

**40%** Works independently and executes outreach strategies designed to engage potential College Corps, Climate Action Corps, and AmeriCorps applicants. Gathers and analyzes data associated with the Programs Department and host partners’ recruitment and utilizes the information to identify areas for improvement. Supports the Programs Recruitment Manager in maintaining partnerships with entities that can assist California Volunteers in achieving its Member recruitment goals and activities to build program awareness and to generate candidate leads.

**35%** Engages and collaborates with relevant California Volunteers staff to execute a variety of approaches for marketing service positions. Implements processes designed to engage new Members, including the generation and disbursement of welcome letters and branded gear. Assists the Programs Department in delivering a comprehensive, culturally rich new member onboarding and training practices to ensure Members are feel connected to the broader National Service network and culture.

**20%** Assists in the development of policies, procedures, and guidance documents as they relate to Member outreach and recruitment. Supports the Programs Recruitment Manager and other relevant staff in designing and executing recruitment events and activities. Builds and maintains a work environment that supports the principles of diversity and inclusion and supports the establishment of a positive work environment through staff communication opportunities and fostering a team approach within the Marketing and Member Engagement Department and California Volunteers.

**10%** Participates in staff meetings, attend trainings, provides work status reports, handles special projects, serves on inter-agency working groups, and performs other duties as assigned. To support department initiatives, this position may require 10% of travel locally and statewide.

**SUPERVISION RECEIVED AND EXERCISED:**

The Recruitment and Outreach Specialist reports directly and receives the majority of assignments from the Programs Recruitment Manager; however, direction and assignments may also come from the Marketing Director, senior leadership or executive team members.

**WORK WEEK GROUPS:**

**This is an “Exempt” position that is served at the pleasure of the Governor.** Incumbentsa part of Work Week Group 2, i.e., Office Tech, Junior Staff Analyst, Assistant IPA, Associate IPA. Overtime for employees in these classes are not eligible for exemption under Section 7K of the Fair Labor Standards Act (FLSA), as defined all hours worked in excess of 40 hours in a period of 168 hours or seven consecutive 24-hour periods.

Incumbents a part of Work Week Group “E”, i.e., Staff IPA, Senior IPA, Senior Projects Analyst, Senior Advisor, Assistant to the Governor, Senior Assistant to the Governor. In included classes that are exempted from coverage under the FLSA because of the “white-collar” (administrative, executive, professional) exemptions. To be eligible for this exemption a position must meet both the “salary basis” and the “duties” test. There are seven WWGs; however, only 2 apply to Office of Planning and Research employees, WWG2 and WWGE.

**DIVERSITY, EQUITY, AND INCLUSION:**

This position helps to create a work environment that celebrates diverse backgrounds, cultures, and personal experiences. Support our organizational equity goals in your day-to-day work regardless of where you are located within the organization.

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**I have read and understand the duties listed above and can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with your hiring supervisor. If unsure of a need for reasonable accommodation, inform your hiring supervisor, who will discuss your concerns with the Personnel Office.)**

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**Employee Signature Date**

**I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.**

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**Supervisor Signature Date**