Current

Proposed

**POSITION INFORMATION:**

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| **Employee Name:**  Vacant | **CV Unit:**  Program Department |
| **Classification:**  Assistant to the Governor | **Working Title:**  Director of Community Engagement |
| **Salary:**  $9,978 - $12,528 per month | **Position Number:**  368-655-1997-901 |
| **Work Location:**  1400 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:**

Over the last three years, California Volunteers launched multiple innovative service and volunteer programs to engage the community in addressing critical needs such as climate change, education disparities, disasters, and food insecurity. One key program is Neighbor-to-Neighbor, originally started during the COVID-19 pandemic, to engage neighborhood leaders and organizations across the state to increase cohesion, cooperation, and action that improves communities.

The Director of Community Engagement is tasked with designing, developing and leading California Volunteers community engagement strategy and leads the expansion of the Neighbor-to-Neighbor program. The Director of Community Engagement collaborates with College Corps, Climate Action Corps, Disaster Services, and AmeriCorps to develop strategies to reach community engagement goals. This position also collaborates with Communications, External Affairs, and Marketing Department on Volunteer recruitment and recognition and manages Regional Program Manager staff, Neighbor to Neighbor Deputy Director, and Manager. This position serves California’s diverse communities throughout the administration of the program and is committed to create a work environment that celebrates diverse backgrounds, cultures, and personal experiences.

**SPECIFIC DUTIES:**

**35%** As it relates to Neighbor-to-Neighbor program development and implementation, leads the expansion (strategy, implementation, and monitoring) of the Neighbor-to-Neighbor program, creating robust year-round programming for individual action and volunteer engagement in neighborhoods across the state. Leads identification of training and resources to support neighborhood connections and action. Manages Neighbor to Neighbor Grantees, supports their activity and monitor grant deliverables. Identifies and enacts best practices in community development to reach program goals. Manages partnership development with trusted community organizations to support neighborhood activity. Oversees collection, analysis, and reporting of key performance indicators. Identifies and forms solutions to address challenges. Adjusts strategy as needed to achieve program goals. Coordinates digital tools to support all program elements. Coordinates campaign and communications to recruit neighborhood leaders, facilitate program projects across the state and share successes.

**30%**  Develop and operationalize community engagement strategies and activities across California Volunteers programs. Designs and executes a statewide volunteer/community engagement strategy to help meet California Volunteers 2026 program goals and to meet ongoing and emerging initiatives. Use the volunteer/community engagement strategy to inform ongoing Community Partner Network meetings with nonprofit and corporate service-oriented partners. Strengthens the connection of nonprofit, corporate and local government partners to participate in community engagement. Manages any state or federal grants associated with volunteerism including, but not limited to, the Volunteer Generation Fund, Days of Service, etc. Maintains primary relationships and collaborates with national and state-level volunteer organizations, such as Points of Light Institute/HandsOn Network, VolunteerMatch, Volunteer Centers of California, and others. Maintains knowledge of changing laws and best practices in the volunteer/service field, with a particular focus on general and disaster volunteerism. Supports the development and implementation of a business volunteering strategy. Supports streamlined strategy for service member experience and host partner engagement across programs.

**15%** Provides day-to-day decisions of the Community Engagement office operating procedures and staff responsibilities. Develops, coaches, and manages Regional Program Managers and Neighbor-to-Neighbor staff by providing expectations on assignments, tasks, desired outcomes, and sets priorities and deadlines utilizing procedures and guidelines to meet goals and objectives for volunteer coordination planning and implementation across all California Volunteers programs.

**10%** Coordinates volunteer recruitment strategies and activities with Marketing and Member Engagement Director. Creates a strategy to strengthen the Volunteer Recognition Program and help program areas create a system for administering appreciation items and appreciation events. Collaborates with the Program team, the Communications Department, and the California Volunteers’ Executive team to plan and manage the execution of special events that promote the impact of service and volunteering in local communities (e.g., the Governor’s Volunteering and Service Awards).

**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. Enforces consistent usage of California Volunteers’ “ServiceForce”, a relationship management database (Salesforce-based), to reflect updated relationships, relationship statuses and notes, with direct reports. Collaborates with the Website Developer and the Digital Infrastructure Officer to ensure proper maintenance and management of the volunteer platform/database infrastructure and works with the Data Manager to collect data/metrics for accurate reporting. To support department initiatives, this position may require 10% of travel locally and statewide.

**SUPERVISION RECEIVED AND EXERCISED:**

The Director of Community Engagement reports directly and receives the majority of assignments from the Chief Program Officer; however, direction and assignments may also come from other 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**