[ ]  Current

[x]  Proposed

**POSITION INFORMATION:**

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| **Employee Name:**Vacant | **CV Unit:**Program Department  |
| **Classification:**Senior Intergovernmental Program Analyst | **Working Title:**Neighbor-to-Neighbor Manager |
| **Salary:**$6,138 - $7,412 per month | **Position Number:** 368-655-5419-901 |
| **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 Neighbor-to-Neighbor Manager is tasked with assisting with the implementation and development of the Neighbor-to-Neighbor program. The Neighbor-to-Neighbor Manager focuses primarily on building out a Learning Management System for Californians to engage with trainings relevant to climate action, disaster preparedness, and community engagement. The Neighbor-to-Neighbor Manager reports to the Community Engagement Director and collaborates with the Neighbor-to-Neighbor Deputy Director as well as College Corps, Climate Action Corps, Disaster Services, and AmeriCorps to coordinate program activity. This position also collaborates with Communications, External Affairs, and the Marketing Department on program reporting and recruitment. The Neighbor-to-Neighbor Manager has a commitment to serving California’s diverse communities throughout the administration of the program and must contribute to a work environment that celebrates diverse backgrounds, cultures, and personal experiences.

**SPECIFIC DUTIES:**

**35%** Manages and oversees the administration of the Neighbor-to-Neighbor Learning Management system. Coordinates with the Digital Infrastructure team to schedule demos of the tool and trainings for relevant program team members. After the procurement process, facilitates ongoing usage of the Learning Management System and lead updates and other relevant needs. Works with the Deputy Director of Neighbor-to-Neighbor to curate trainings for the Learning Management System. Engages with partners to develop modules, web-based trainings, live web trainings and in-person training activities. Tracks and reports on individual’s usage of the Learning Management System. Use findings to ensure trainings provided are relevant and accessed often. Works closely with the Digital Infrastructure team to make updates to the Learning Management System and gather reports and usage data to share with leadership. Creates a system to ensure all individuals utilizing the Learning Management System fold back into the Neighbor-to-Neighbor program and CaliforniansForAll. Works with partners, grantees and the Marketing and Communications team, to market trainings, modules and resources housed in the Learning Management System. Facilitates engagement between neighbors through the Learning Management System or a supplemental social platform.

**30%** Supports grantees with the development, planning and execution of Neighborhood Action Days and other volunteer events throughout the duration of their grant cycle. Provides direction, recruit volunteers, connect with partners, and gather post event information for Neighborhood Action Days and other volunteer events. Stores relevant data from the events in Salesforce. Coordinates with the Disaster, Climate Action Corps, and College Corps teams to produce volunteer projects that support neighborhood activity. Ensures alignment across program areas.

**25%** Leverages the Neighbor-to-Neighbor listserv and other avenues to recruit 1000 neighborhood leaders by 2026. Supports leaders by connecting them to trainings housed in the Learning Management System, connecting them to grantee events in their geographic areas and providing them with ongoing volunteer activities to market to their communities. Survey leaders to solicit input into programs and activities they would have interest in. Attends and supports relevant community events across the state to recruit neighborhood leaders and promote the Neighbor-to-Neighbor program.

**10%** Supports the Community Engagement Director with duties related to general community engagement and volunteerism. 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 Neighbor-to-Neighbor Manager reports directly and receives the majority of assignments from the Director of Community Engagement; however, direction and assignments may also come from 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**