

**POSITION INFORMATION:**

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| **Employee Name:**Vacant | **CV Unit:**Communications and External Affairs Department  |
| **Classification:**Senior Project Analyst | **Working Title:**External Affairs Regional Manager (Coastal Region / Bay Area) |
| **Salary:**$7,413 - $9,978 per month | **Position Number:** 368-655-7016-901 |
| **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.

**POSITION DESCRIPTION:**

Under the general direction of the External and Legislative Affairs Director, the External Affairs Regional Manager is responsible for planning, organizing, and managing the major functions of regional external affairs work. The Regional Manager is responsible for district based legislative relations, stakeholder outreach, engagement, and education. Ideal candidate will have deep knowledge of the Coastal region/Bay Area and is well connected with diverse set of regional stakeholders.

**DUTIES:**

**Regional External Affairs and Outreach**

* Lead, plan, organize, and coordinate the regional activities to effectively and efficiently communicate key information to the public, elected officials, local municipalities and various stakeholders; direct outreach functions to engage stakeholders and ensure they are fully informed of the relevant California Volunteers initiatives and programs.
* Cultivate relationships and manage a portfolio of engaged public and private partners in the defined regional area to coordinate all of California Volunteers initiatives.
* Manage all aspects of the creation and implementation of an effective regional outreach strategy, with attention to the inclusivity of the key stakeholders interested in the future of Service.
* Build and foster relationships with Mayors, key elected officials, nonprofit partners, state agency partners, and community leaders in the Coastal region/Bay Area to obtain their support of California Volunteers initiatives and eventually build regional champions.
* Strong strategic communications skills: confidence, credibility and ability to work as a peer with partners on developing objectives, content themes, strategy and execution plans.
* Ability to assess partnership opportunities and initiate and/or further discussions with stakeholders. Work closely with partner’s managing targeted community events that showcase the organization’s excellence.
* Help design and execute a regional external affairs strategy for new initiatives, including the #CaliforniansForAll College Corps, Climate Corps, and Youth Jobs Corps Programs, all of which aims to tackle our state’s greatest challenges, inspire a new generation to serve, and unite our communities.
* Serve as a representative of California Volunteers at public forums and meetings. Act as a liaison and provide feedback and follow up.
* Seek feedback from regional partners and present solutions-oriented recommendations for improvement back to the team.
* Maintain exceptionally high brand standards in all activities and communication, especially as it relates to stakeholder engagement on behalf of the organization.

**Events**

* Plan, strategize and execute all special regional events.
* Manage the development of regional off-site visits, prepare briefing materials, and prepare follow-up materials.

**DESIRABLE QUALIFICATIONS:**

* Experience managing multiple projects, including setting up meetings with district legislative staff, developing issue papers and briefing materials, collecting district-based data managing visits, and preparing follow-up materials.
* Poses deep knowledge and understanding of the Coastal region/Bay Area and is well connected with diverse set of regional stakeholders.
* Experience preparing reports, correspondence, and briefing materials on behalf of the Chief Service Officer relating to local, state and federal issues.
* Experience developing relationships with local stakeholders.
* Outstanding interpersonal and public speaking skills to represent the organization with both internal and external audiences. Ability to work effectively in a dedicated, mission and team-oriented office environment.
* Mission-driven, highly organized, creative, and self-motivated with the ability to prioritize and manage multiple projects simultaneously while being able to work under short deadlines, and deliver in a rapidly changing, fast-paced office environment.
* Ability to learn and apply new skills.
* Ability to provide feedback and follow up on tasks.
* Knows when to act independently and when to consult for advice on decision-making.
* Ability to work extended hours.
* Bachelor’s Degree required; master’s degree preferred.

**LOCATION AND TRAVEL:**

* Position is currently partly remote but will eventually be based in and around the Coastal region.
* Regional Manager are expected to travel to partner sites across the state to support department initiatives, when necessary. Local/regional travel, valid California Class C Driver license and valid automobile insurance needed or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**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**