

**POSITION INFORMATION:**

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| **Employee Name:**Vacant | **CV Unit:**Program Department  |
| **Classification:**Staff Intergovernmental Program Analyst | **Working Title:**College Corps Regional Program Specialist |
| **Salary:**$5,615 – 7,314 per month | **Position Number:** 368-655-5418-901 |
| **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 to tackle our state’s most pressing challenges while lifting up all communities. 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 mobilize all Californians to volunteer and serve in their communities.

**#CALIFORNIANSFORALL COLLEGE CORPS:**

The Governor’s California Comeback Plan included $146 million for the #CaliforniansForAll College Corps to be launched in partnership with colleges and universities. This new service opportunity will engage more than 6,000 college students across the state in solving problems in their communities, while learning key skills that will advance their academic and career success. College Corps Fellows will support and learn from local organizations working in three priority areas: K-12 Education, Climate Action and Food Insecurity. To help reduce student debt and ensure the opportunity is accessible to all, Fellows will receive a financial benefit of $10,000, including a living allowance and education award.

**POSITION DESCRIPTION:**

The College Corps Regional Program Specialist will be the frontline programmatic support staff for this innovative statewide service initiative. The primary role of each Regional Program Specialist is to support our partner colleges and universities in successfully planning for, and then implementing, the #CaliforniansForAll College Corps on their campus. Regional Program Specialists will need to be both detail-oriented and strategic, with the ability to establish credibility with the College Corps leads at each of the partner campuses in their regional portfolio. They will also facilitate coordination and peer learning across the colleges and university partners in their region through supporting the development of College Corps Regional Consortia.

**DUTIES:**

* Build upon, cultivate, and manage a portfolio of college and universities in a defined region. Assist with grants and programmatic management.
* Facilitate initial onboarding and ongoing training for College Corps partner campuses.
* Establish strong working relationships with the partner campuses in the region, including through regular check-in calls and periodic site visits.
* Provide or procure technical support for partner campuses as needed, for example to help strengthen program design, performance tracking, student recruitment strategies, etc.
* Liaise with other CV regional Program Managers to make connections with potential community host organizations for College Corps Fellows in the region.
* Work with partner colleges and universities ensure compliance with all programmatic and financial reporting requirements.
* Support and facilitate regional consortia for collaboration and peer learning among partner colleges and universities in the region.
* Support partner campuses as needed with onboarding College Corps Fellows and developing a strong regional and statewide Fellow cohort.
* Work with partner campuses to ensure consistent data collection aligned with the College Corps monitoring and evaluation strategy.
* Update and manage partner contacts in Salesforce.
* Provide input to CV’s IT Team to inform the development of digital tools to support program implementation.

**DESIRABLE QUALIFICATIONS:**

* Extensive experience developing and managing partnerships
* Experience working under tight deadlines balancing multiple priorities
* Ability to work effectively and thrive in a collaborative and mission-oriented organization
* Highly organized, creative, and self-motivated with the ability to prioritize and manage multiple projects simultaneously in a fast-paced office environment
* Experience using Salesforce to track and manage partners, create dashboards, and facilitate outreach
* Ability to learn and apply new skills
* Ability to provide feedback and follow up on tasks
* Knows when to act independently and when to seek guidance
* Ability to work extended hours, when necessary
* Bachelor’s Degree

**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**