EXECUTIVE ORDER NO. 05 - 13

MAYOR'S OFFICE OF CIVIC ENGAGEMENT AND VOLUNTEER SERVICE

WHEREAS, Philadelphia has a long history of engaging citizens to solve problems, establishing the nation's first all-volunteer fire department in 1736;

WHEREAS, Philadelphia is committed to the mission of the Corporation for National and Community Service - to improve lives, strengthen communities, and foster civic engagement through service and volunteering;

WHEREAS, Philadelphia is a proud member of the Cities of Service Coalition, a bipartisan coalition of mayors who have committed to work together to engage citizens to address critical city needs through impact volunteerism;

WHEREAS, on Martin Luther King Day 2010, Cities of Service and the Rockefeller Foundation named Philadelphia a recipient of the Cities of Service Leadership Grant, enabling Mayor Nutter to hire the City's first Chief Service Officer; and

WHEREAS, Philadelphia is developing a national reputation for its leadership in promoting national service and impact volunteering;

NOW THEREFORE, I, Michael A. Nutter, Mayor of the City of Philadelphia, by the authority vested in me by the Philadelphia Home Rule Charter, do hereby order as follows:

SECTION 1: ESTABLISHMENT OF THE MAYOR'S OFFICE OF CIVIC ENGAGEMENT AND VOLUNTEER SERVICE

The Mayor's Office of Civic Engagement and Volunteer Service ("Office") is hereby established, headed by a Chief Service Officer, who shall be responsible for the day-to-day management of the Office and for proposing its strategic direction. The Chief Service Officer shall report to the Mayor or his designee.

SECTION 2: MISSION OF THE MAYOR'S OFFICE OF CIVIC ENGAGEMENT AND VOLUNTEER SERVICE

(A) The Mayor's Office of Civic Engagement and Volunteer Service shall work to dramatically increase the City's capacity to leverage the power of citizen volunteers to solve problems and strengthen communities.

(B) The Office shall serve as the City's hub of National Service programs and provide technical assistance and support to impact volunteer initiatives across City government.

SECTION 3: FUNCTIONS AND DUTIES OF THE MAYOR'S OFFICE OF CIVIC ENGAGEMENT AND VOLUNTEER SERVICE

The Mayor's Office of Civic Engagement and Volunteer Service shall perform the following functions and duties:

(A) Work with relevant City departments, offices and agencies to develop volunteer strategies that target community needs and the Mayor's priority goals, use best practices, and set clear outcomes and metrics to gauge progress;

(B) Convene city-wide leaders in service and volunteering to ensure greater collaboration and impact in addressing city challenges;

(C) Evaluate the impact of the City's volunteer initiatives and regularly report results to the public.

(D) Help to strategically scale volunteer initiatives within Philadelphia and provide similar assistance to other cities; and

(E) Work with relevant City departments, offices and agencies to ensure Philadelphia's position as a national/international leader in leveraging volunteers to address pressing local challenges.

SECTION 4: RESPONSIBILITIES OF CITY EMPLOYEES AND AGENCIES

All City Department, Office, and Agency heads shall ensure the cooperation and participation of their staffs with this Executive Order and with the work of the Mayor's Office of Civic Engagement and Volunteer Service.

SECTION 5: EFFECTIVE DATE

This Order shall take effect immediately.

10/23/13
Date

Michael A. Nutter, Mayor