



INSTITUTE FOR LOCAL GOVERNMENT

The Institute for Local Government invites your interest for the position of:

Program Assistant (Public Engagement Program)

June 2016

The Institute for Local Government, the non-profit research affiliate of the League of California Cities, California Association of Counties, and the California Special Districts Association, is seeking a program assistant to support its Public Engagement Program. The position, based in Sacramento, offers an exciting opportunity for an energetic individual who shares the Institute's passion for good government at the local level.

The Program Assistant position is full-time. The Program Assistant provides administrative support for a variety of the Public Engagement Program's activities. The Public Engagement Program's efforts support local officials to promote effective and inclusive public engagement practices that encourage data-driven and representative local decision-making.

Program elements that the position supports include: assistance in content development, contract management, client billing, conference session planning, training efforts, large and small group convenings, speaking engagements, technical assistance and coaching projects, written resource development including tipsheets, case stories, newsletter articles, social media posts and general support of the Program Manager.

The Institute's public engagement work intersects with other areas in which the Institute is serving local government agencies across California: ethics and transparency, developing the next generation of local government leaders, local government basics and inter-agency partnerships. As such, the position requires an individual with not only knowledge of the program area, but with a commitment to collaboration and communication inside and outside of the Institute.

Institute for Local Government

The Institute for Local Government promotes good government at the local level through practical, impartial and easy-to-use resources for local agency officials.

The Institute is based in Sacramento, California; its primary audiences are city, county and special district officials (elected, appointed and staff) in California. Its program areas include: public service ethics, sustainable communities, public engagement, local government basics, and intergovernmental collaboration.

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Founded in 1955, the Institute has been serving local officials for over 60 years. The organization has a staff of 11 and a cadre of subject matter consultants and advisors.

[*Click here to learn more about ILG*](#)

Qualifications & Experience

The successful candidate will have one or more years of professional experience in the public, private or nonprofit sector. The successful candidate will also share the team's passion for the Institute's mission, goals, vision and values. Included in that is a commitment to the Institute's position of being impartial, nonpartisan and respectful of the diversity of views of California's local leaders.

Familiarity with local agency practices and processes is a plus. The successful candidate will possess solid organizational skills and the ability to manage multiple concurrent projects and meet deadlines. Other critical skills include excellent communications skills and the ability to work collaboratively as a member of a team.

A high school diploma or equivalent is required; post high school coursework or a bachelor's degree a plus. Those who bring an immigrant perspective or speak another language in addition to English are encouraged to apply.

Work Schedule and Travel

The position is full time. The Institute's normal work week is Monday through Friday, 8:30 a.m. to 5 p.m. This position's responsibilities will occasionally require work hours or days outside the normal schedule. Periodic overnight and multi-night out-of-town travel for meetings, presentations and conferences is expected to be a key element of the position.

Employer

The Institute receives staffing services through an agreement for professional services with the League of California Cities. Institute staff are League employees and participate in the League's benefits package, including both defined contribution and defined benefit (CalPERS) retirement plans, medical, dental, life insurance, transit, flex accounts, vacation time and holidays.

Information about the League of California Cities is available at www.cacities.org.

Compensation & Benefits

Salary: Depends on qualifications, starting at \$33,000

Retirement: California Public Employees Retirement System (CalPERS) 2% at 60 for classic CalPERS members; 2% at 62 for new CalPERS members.

Deferred Compensation: Employees may defer up to \$18,000 per year through the League's ICMA/RC defined contribution plan.

Health and Dental: Employees participate in an optional benefit program that includes dental insurance and medical coverage selected from two HMO and one PPO plans.

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Life Insurance: Employer-paid \$50,000 life insurance coverage for employees. Supplemental employee-paid coverage is available.

Other Benefits: Under employer's optional benefit program, employees may use a portion of their salaries on a pre-tax basis to cover child care and/or certain health care expenses.

Vacation: Two weeks annually; three weeks after five years of service.

Holidays: Employees receive twelve paid holidays annually.

Sick Leave: Employees earn twelve days annually.

Recruitment/Decision Schedule

Recruitment for this position will be ongoing until it is filled. The goal is to complete the recruitment process at the earliest opportunity and welcome the new team member on board as soon as possible.

Application Procedure

Please submit a cover letter that speaks to your qualifications, a resume and salary history or requirements to:

Preferred:

careers@cacities.org

Subject Line: ILG PE Program Assistant

Alternative:

League of California Cities

Attention: Human Resources Director

1400 K Street, Suite 400

Sacramento, CA 95814

Please be prepared to submit three professional references.