



INSTITUTE FOR LOCAL GOVERNMENT

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

Program Coordinator I (Collaboration & Partnerships, and Local Government Basics)

May 2015

The Institute for Local Government, the non-profit research affiliate of the League of California Cities, the California Association of Counties (CSAC) and the California Special Districts Association (CSDA), is seeking a program coordinator to support key program efforts; Local Government Basics and Collaboration & Partnerships. 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 Coordinator I position is an entry-level opportunity that is responsible for contributing to programs, projects, resources and activities that support local officials. The Program Coordinator I will serve as a member of the ILG team working on collaboration and partnerships as well as local government basics program areas. In this capacity, the program coordinator helps plan and execute a variety of critical elements of program activities to assist and educate local elected officials and staff in understanding and enhancing the role of collaborations and partnerships with public, non-profit and private organizations, and in promoting the development of communities that are healthier and more socially, fiscally, economically, and environmentally sustainable.

The position supports the Institute's emerging Collaboration and Partnerships program, the evergreen Local Government Basics program, and occasionally in program elements that may have increased workloads at specific times, including the Public Engagement and Sustainability programs.

Institute for Local Government

Founded in 1955, the Institute has been serving local officials for over 60 years. With a staff of 10 and a cadre of subject matter consultants and advisors, the Institute leverages the core support it receives from its parent organizations, the League of California Cities, the California State Association of Counties and the California Special Districts Association. Additional support comes from a diversified mix of funding, including foundation grants, state agency and university contracts, and corporate support, as well as revenue from publications and workshops.

The Institute is based in Sacramento, California; its primary audience is elected and appointed officials and local agency staff in California. Its program areas include: public service ethics, sustainable communities, public engagement, local government basics, and partnerships and collaboration.

*Employment opportunities are located at: www.cacities.org/employment
Reflecting the diversity of California, the League of California Cities is an equal opportunity employer*

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

Qualifications & Experience

The successful candidate will have two or more years of professional experience in the public, private or nonprofit sector, involving performing public policy research, analysis, communication, marketing and outreach. 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.

Candidates should have familiarity with local governance, an understanding of intergovernmental partnerships and collaborations programs and best practices, as well as knowledge of the role of an elected official serving on a county, city, special district or school board. In addition, 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 bachelor's degree from an accredited college or university with major course work in public policy, public or nonprofit administration from an accredited college or university is required. Experience or knowledge related to local government and partnerships and collaborations, state and local public policy processes and strategic planning are also valued.

Work Schedule and Travel

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; salary range starts at \$46,841 per year.

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.

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

*Employment opportunities are located at: www.cacities.org/employment
Reflecting the diversity of California, the League of California Cities is an equal opportunity employer*

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 Program Coordinator I

Alternative:

League of California Cities

Attention: Human Resources Director

1400 K Street, Suite 400

Sacramento, CA 95814