



INSTITUTE FOR LOCAL GOVERNMENT

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

Program Coordinator I (Sustainable Communities)

February 2015

The Institute for Local Government, the non-profit research affiliate of the League of California Cities and the California Association of Counties (CSAC), is seeking a program coordinator to support its sustainability program efforts. 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 and the role that sustainability policies and programs can play to save energy and resources, reduce greenhouse gas emissions and create vibrant communities with a high quality of life.

The Program Coordinator I is an entry level position on ILG's sustainable communities program team. In this capacity, the program coordinator helps plan and execute a variety of critical elements of the program's activities to assist local officials to promote the development of communities that are economically, socially, environmentally and fiscally sustainable. Program elements that the position supports include the Institute's Beacon Program on climate change, as well as other activities related to sustainable economic development, climate change, land use, active transportation, energy efficiency, recycling, and health and the built environment.

The Institute's sustainability work intersects with other areas in which the Institute is serving local government agencies across California: ethics and transparency, public engagement, 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 subject matter expertise, 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 information for local agency officials. Its [sustainable communities program](#) provides resources and information to help local officials consider options for making good decisions in key sustainability topic areas, including land use and community design, energy efficiency, reducing greenhouse gas emissions, health and the built environment, and recycling, among others.

The Institute provides sustainability information and resources through the Institute's website, publications, tip sheets, case stories, conferences and workshops, webinars, social media, and

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technical assistance to local agencies, as well as through the sustainability recognition program, The Beacon Award: Local Leadership toward Solving Climate Change.

The Institute is based in Sacramento, California; its primary audience is city and county officials (elected, appointed and staff) in California. Its program areas include: public service ethics, sustainable communities, public engagement, local government basics, and intergovernmental collaboration. As part of the latter program, the Institute also provides support and staffing to the Cities Counties Schools Partnership.

Founded in 1955, the Institute has been serving local officials for nearly 60 years. With a staff of 12 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 and the California State Association of Counties. 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.

[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.

Familiarity with local agency practices and processes is a must. 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 and/or a field closely related to sustainability from an accredited college or university is required. Experience or knowledge related to climate change and sustainability, 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

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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.

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 Sustainability Program Coordinator I

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.