

Program Manager Employment Opportunity

Position Background

The Institute for Local Government (ILG) is a Sacramento-based non-profit organization that provides education and training that builds the capacity of local government leaders across California to address some of the most pressing needs in society. The ILG office is fast-paced and busy, so we're looking for a fun and dynamic individual who shares our values, loves juggling projects and being a team player. The ideal candidate will be a quick learner who is very detail-oriented, highly organized and great with technology. The candidate will also have project management experience and excellent written and verbal communication skills.

Specific work performed will include supporting a wide range of program activities, including: online trainings, conference presentations, workshops and webinars; consulting projects with local governments; drafting publications, case studies, articles and tips sheets; facilitating public meetings and convening statewide leaders.

ILG's projects and initiatives are constantly evolving, but the primary work of this candidate will include supporting projects in our **Public Engagement** and **Sustainability** pillars. (Information about all ILG pillars is included below.)

This is a mid-level position that will most often report to a Senior Program Manager. We also offer clear career pathways and upward mobility for those who want to grow in their roles.

Qualifications & Experience

The ideal candidate will have five or more years of increasingly responsible professional experience in program support and implementation of key initiatives. College course work in planning, public policy, communications, and/or a field closely related to sustainability or public engagement is desirable.

Excellent time management and strong administrative and technical skills are a must. The candidate must also be highly proficient in Microsoft applications (e.g. MS Word, Excel, PowerPoint) and virtual meeting software like Zoom, GoToWebinar and Microsoft Teams. Strong presentation skills are highly desirable. Fluency in Spanish is desirable.

Familiarity with local government practices and processes in California is strongly preferred. Experience or knowledge related to public participation, community engagement, meeting facilitation, air quality, climate mitigation and adaptation, transportation and housing, and/or building healthy communities is strongly preferred.

ILG values diversity and equity and we are proud of our welcoming and inclusive office culture. We encourage candidates from all backgrounds and identities to apply.

About the Institute for Local Government

The current pandemic has highlighted the important role of local government in shaping a thriving community. That's why ensuring that local government leaders have the best resources, connections, and knowledge available is essential for their success. With a 65-year history of serving the needs of local governments in California, ILG supports city, county, and special district officials in tackling their most

pressing and evolving issues.

We're closely aligned with three well-respected affiliate organizations: The League of California Cities (Cal Cities), The California State Association of Counties (CSAC), and The California Special Districts Association (CSDA). Together with these local government partners, ILG serves elected officials and staff at over 2,500 local government agencies.

ILG has a big mission, but we're a small non-profit focused on four (4) key pillars of work:

- **Leadership & Governance**
- **Public Engagement**
- **Sustainability & Environment**
- **Civics Education & Workforce**

As champions of local government, our work is guided by our core values. We strive to infuse our values into every action we take, both internally and with the leaders and communities we serve.

- **Collaboration:** We believe in the collective power of government and want to inspire public agency leaders to work together and learn from one another to create greater impact.
- **Service and Commitment:** We are committed to local government. We exist to promote a culture of civic leadership that strengthens the pillars of democracy and improves the lives of all Californians.
- **Equity and Inclusion:** We believe that fair practices paired with inclusive and authentic public engagement lead to good governance and healthy, thriving communities.
- **Trust:** We are a reliable, ethical, and impartial partner that always acts with integrity and encourages our collaborators and stakeholders to do the same.

The ideal candidate will share these values and exemplify them.

ILG Pillar Descriptions & Activities

The chosen candidate will provide program support on a wide range of topics. Below is a summary of the work performed in each ILG pillar.

- The projects in ILG's **Public Engagement** pillar help local governments apply authentic, effective and inclusive public engagement practices that encourage public participation and allow residents to have greater public trust and confidence in local government. We train hundreds of local leaders on public engagement each year. We also help organize and facilitate public meetings and community workshops for our clients.
- ILG's **Sustainability** pillar focuses on helping local leaders find creative solutions to tackle issues like housing, environmental justice, climate action and community resilience. We believe that climate change is an immediate and escalating threat that is having a dramatic impact on the environment, the economies of our communities and on the health and safety of residents.
- ILG understands that elected leaders and staff need a strong foundation of good government - trust, accountability, responsiveness and transparency – in order to be effective public servants and community leaders. Our **Leadership and Governance** pillar helps local government leaders build that foundation, develop leadership skills and increase public trust by focusing on leadership, governance and ethics.

- There is a lot of interest in government since the 2020 election, especially among young people, but there is still a general lack of awareness about how local government works and the many career opportunities available in the sector. It's important for cities, counties and special districts to attract, retain and train the right employees needed to serve our diverse communities. ILG's **Civics Education & Workforce** pillar helps build partnerships between local governments and schools that both inspire and educate younger generations while also sparking genuine interest in local government careers and leadership opportunities.

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

Work Schedule and Travel

ILG's normal work week is Monday through Friday, 8:30 a.m. to 5 p.m. This position's responsibilities will likely require work hours or days outside the normal schedule. Overnight and multi-night out-of-town travel for meetings, presentations and conferences will occasionally be required.

Employer

ILG receives staffing services through an agreement for professional services with the League of California Cities. ILG 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.
- **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 \$19,500 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 three HMO and two 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 end on Friday, May 21, 2021. 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 email a cover letter that includes your qualifications, a resume and salary requirements to:

Preferred:

careers@cacities.org

Subject Line: ILG Program Manager

Please be prepared to submit three professional references.

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