

Employment Opportunity

Associate Program Manager: Workforce Development & Career Pathways

Who We Are

The Institute for Local Government (ILG) is a civic leadership non-profit organization dedicated to improving local government. Through hands-on education and training, technical assistance, and innovative programming, we collaborate with local leaders at California cities, counties and special districts to make meaningful change. Our unique workplace is fun, fast-paced, and dynamic with people who share common values and wear many hats. We're looking for self-starters with a can-do attitude who are eager to learn and bring fresh perspectives and creative solutions to the table. Our workplace thrives on collaboration, agility, and a shared passion for tackling some of the toughest challenges facing communities. If you're someone who thrives in a virtual working environment and values innovation, problem-solving, and making a statewide impact on issues that matter, this is the place for you!

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

Join Our Team!

ILG is committed to a diverse and inclusive environment. We welcome candidates from a variety of backgrounds and lived experiences. Bilingual candidates are welcome and encouraged to apply.

The Institute for Local Government (ILG) is seeking an enthusiastic and driven Associate Program Manager to join our Workforce Development team. This is an exciting early-career opportunity for someone passionate about supporting the growth and improvement of local government through innovative workforce solutions. In this role, you will support ILG trainings and program goals by coordinating logistics, tracking outcomes, and supporting the execution of pilot programs that help build the capacity of California's local government workforce. This position offers a collaborative, fast-paced environment where you'll gain hands-on experience in program organization, administration, and execution—all while contributing to meaningful change at the local level.

Our Workforce Development & Career Pathways work is focused on helping build better pathways into the public sector workforce by helping local agencies find workforce solutions to attract, recruit, and retain the next generation of local government leaders. ILG helps public sector organizations improve opportunities to enter public service, particularly for younger generations, underserved communities, and individuals with unique circumstances. We are committed to finding new and innovative strategies for upskilling, re-skilling, and recruiting in the public sector through programs like registered apprenticeships and building partnerships between local governments, academic institutions, and other organizations with common goals. We highlight best practices, lead collaboratives, develop pilot programs, and convene key stakeholders to identify and clear impediments to workplace success.

Primary Duties

Program Support and Administration

- Take detailed and accurate notes during meetings, ensuring timely follow-up on action items.
- Coordinate scheduling for meetings, events, and workshops, managing multiple calendars and reconciling complex scheduling conflicts.
- Maintain and update program management software tools (e.g., Monday.com, Asana) to track tasks, deliverables, and timelines.

Employment opportunities are located at: www.calcities.org/join-our-team

Reflecting the diversity of California, the League of California Cities is an equal opportunity employer

- Assist in drafting, editing, and finalizing program-related documents, including grant reports, presentations, and internal communications.

Event and Logistics Coordination

- Plan and execute logistics for workforce development events, including career fairs, workshops, and stakeholder meetings.
- Arrange venues, organize logistics, and setup technology for both virtual and in-person events.
- Staff booths at events and represent ILG to participants and stakeholders.
- Administer pre-and post-event surveys, collecting and analyzing feedback to improve future initiatives.

Technology and Communication

- Coordinate virtual and hybrid meetings using platforms like Zoom, Microsoft Teams, and GoToWebinar.
- Prepare high-quality materials, such as PowerPoint presentations, flyers, and outreach emails, to support program goals.
- Maintain organized databases and records for program tracking and reporting.

Collaboration and Cross-Departmental Support

- Provide assistance to other ILG teams as needed, utilizing transferable skills to adapt to varying program demands.
 - Engage with internal and external stakeholders, fostering collaborative relationships and clear communication.
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Qualifications & Experience

Required Skills and Qualifications:

- Minimum 2–3 years of experience in administrative support, meeting coordination, or program support roles.
- Principles and practices of administrative support, event planning and management, grant and contract management, and/or document production and management.
- Understanding of contemporary office practices, procedures, and equipment including filing systems, business correspondence, and report writing.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and deep technical expertise in project management tools (e.g., Monday.com, ClickUp, Asana, etc.)
- Strong organizational and multitasking abilities, with excellent attention to detail.
- Skilled in notetaking, scheduling, and follow-through on meeting action items.
- Ability to use virtual meeting platforms like Zoom and Teams, effectively.
- Exceptional business writing skills (i.e., professional emails, memos, reports etc.)
- Clear and concise written and verbal communication skills.
- Working knowledge of basic local government organizational structures.
- Ability to determine appropriate action within clearly defined guidelines.
- Meet schedules and timelines.
- Perform duties with professionalism, both individually and as a member of a team.
- Ability to excel and be highly productive in a predominantly virtual working environment.

Preferred Skills and Qualifications:

- Spanish language proficiency (a plus, but not required).
- Familiarity with government processes (local or state), particularly in California.
- Experience with grant tracking, reporting, or workforce development programs.
- Demonstrated ability to work independently and adapt to evolving priorities.
- Understand and resolve issues, complaints or problems.

- Sustain a positive, “can-do” attitude and commitment to customer service for both internal and external customers.
- Respond immediately to changes, demands and workload in a positive and pleasant manner.
- Establish and maintain positive work relationships with colleagues, consultants, vendors and board members; contribute to an effective and enjoyable work environment.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works at home or in a business office setting. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching and light lifting. Regular and consistent in-person interaction and continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform some essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Infrequent automobile and airline travel may be required in normal course of job performance.

Work Schedule and Travel

The Associate Program Manager is a full-time, non-exempt position based in Sacramento. ILG’s normal work week is Monday through Friday, 8:30 a.m. to 5 p.m., however, this position’s responsibilities will 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. You will have the option to work a hybrid schedule of remote work (telework) and in office upon the discretion of your supervisor.

Employer

ILG receives staffing services through an agreement for professional services with the League of California Cities. ILG staff are Cal Cities employees and participate in the Cal Cities’ 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.calcities.org.

Compensation & Benefits

Salary: Commensurate with qualifications and experience. Salary range is \$57,100-\$85,700.

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 \$23,500 per year through the Cal Cities’ Mission Square 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 childcare 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 when the position 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

Recruitment for this position will end when the position 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. To apply, contact:

Elizabeth Mann
Senior Recruiter, Pacific Staffing
elizabeth@pacificstaffing.com
Subject: ILG Associate Program Manager, Workforce