



The League of California Cities invites your interest for the position of:

Associate Manager, Content Writer + Editor *Communications and Marketing*

March 2021

Position Description

The League of California Cities is looking for a passionate storyteller and creative thinker who can shape communications in a way that is memorable, authentic, clever, and communicates the Cal Cities narrative with energy and enthusiasm. The Content Writer + Editor will be responsible for working cross-departmentally to develop and manage the editorial calendar for all of Cal Cities' communications channels including the Cal Cities Advocate weekly newsletter and Western City monthly magazine.

The Content Writer + Editor will be responsible for generating story ideas that align with the organization's strategic goals and legislative priorities, creating original content, identifying writers to draft content, editing and proofreading copy, and ensuring that content meets editorial requirements and is completed as per editorial deadlines. Much of the writing will include amplifying Cal Cities' advocacy work through news articles, editorials, letters, reports, fact sheets, presentations, and messaging, working in close collaboration with the Director of Communications and Marketing and the Deputy Executive Director of Advocacy and Public Affairs.

This is a great opportunity for an exceptional writer with strong editorial judgment, excellent organization skills, and the ability to produce high-quality content in a fast-paced environment, while managing several projects simultaneously. If you also have a passion for public service, local and state government, advancing equity, and working with smart, fun, and talented teammates, this just might be the right job for you.

Communications and Marketing Department

The Communications and Marketing Department serves the entire organization by providing communications and marketing support for Cal Cities' wide range of activities and services. The department manages the Cal Cities website, production/publishing of its weekly e-newsletter, monthly online magazine, social media channels, press relations, publications, collaterals and reports, photography, messaging, scripting and article development and editorial assistance

Employment opportunities are located at: www.cacities.org/employment

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

throughout the organization. Individual and collective contributions by team members reflect the department's commitment to quality communication, customer service, and excellence.

The League of California Cities

Headquartered in downtown Sacramento, since 1898 the League of California Cities has been an active partner in local government. Providing legislative advocacy, educational, and informational services to cities, Cal Cities' mission is to enhance the quality of life for all Californians by protecting local control. Reflecting the diversity of California, each of the Cal Cities employees is a vital partner in the organization's mission and success.

Qualifications and Experience

We seek a dynamic and experienced person to fill this role with the League of California Cities. The ideal candidate will have extensive experience writing and editing a variety of complex communications materials for print and digital platforms for targeted internal and external audiences. Experience with establishing workflow calendars and adhering to deadlines. Some direct experience working with local or state government preferred.

Candidates must have three years of experience as a senior writer/editor in a fast-paced environment or a combination of education and experience which provides the required knowledge, skills, and abilities. A Bachelor's degree in English, communications, marketing, media, journalism, or related field is required. Nonprofit membership association experience is a plus.

Work Schedule and Office Location

Cal Cities normal work week is Monday through Friday, 8:30 a.m. to 5 p.m. However, the position does require early morning, evening, and weekend hours as dictated by responsibilities, workload, and legislative process. Overnight and multi-night travel as needed for Cal Cities events.

Compensation and Benefits

Salary: Depending 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 Cal Cities ICMA/RC defined contribution plan.

Health/Dental/Vision Insurance: Employees participate in an optional benefit program that includes dental insurance, vision 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.

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 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 the Content Writer + Editor will be ongoing until 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

Please submit a cover letter, resume and salary requirements to:

- careers@cacities.org
- Enter “Content Writer and Editor” in the subject line.
- Application deadline: 3/22/21

Employment opportunities are located at: www.cacities.org/employment

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