

## Associate Program Manager or Program Manager *Employment Opportunity*

### **Position Background**

The Institute for Local Government (ILG) is a Sacramento-based non-profit organization serving cities, counties and special districts across California. Staffed by the League of California Cities, the ILG office is fast-paced and our team culture is highly collaborative. We're looking for a fun and dynamic individual who exemplifies our values, can wear many hats, is a team player and a quick learner. The ideal candidate will have considerable project management experience, at least some local government expertise, and excellent communication skills.

ILG's projects and initiatives are constantly changing and evolving, but the primary duties will include leading work in our **Public Engagement** and **Sustainability** pillars.

Depending on the experience and qualifications of the selected candidate, they will be positioned as either an Associate Program Manager or a Program Manager.

### **About the Institute for Local Government**

Local government plays an integral role 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 long history of serving the needs of local governments in California, ILG supports city, county, and special district officials in tackling the state's most pressing and evolving issues.

We're closely aligned with three well-respected affiliate organizations: The League of California Cities (LCC), The California State Association of Counties (CSAC), and The California Special Districts Association (CSDA). Together with these local government partners, ILG maintains regular engagement with local leaders and is uniquely positioned to empower and educate them with real-world expertise.

ILG has a big mission, but we're a small non-profit. Located in downtown Sacramento, our team of nine (9) professionals focus on four (4) key program pillars:

- **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.

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

- **Trust:** We are a reliable, ethical, and impartial partner that always acts with integrity and encourages our collaborators and stakeholders to do the same.

### ***Pillar Descriptions & Activities***

Local governments are facing unprecedented challenges that cannot be solved using traditional public participation methods. ILG's **Public Engagement** pillar seeks to imbed authentic, effective and inclusive public engagement practices that encourage greater public trust and confidence in local government, while also helping local jurisdictions achieve their goals. Our flagship public engagement framework is called TIERS and the ILG team trains hundreds of local leaders on this framework each year. We also incorporate public engagement best practices into projects we do statewide, including hot topics like Air Quality.

In California, 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. In order to be strong proponents of great local government and to help local agencies provide essential services while also creating vibrant communities, ILG must be a leader in identifying and promoting promising practices in climate-ready communities.

ILG's **Sustainability** pillar seeks to build resources and relationships to help local leaders address difficult decisions around land use, public services, and community resilience. ILG's flagship sustainability initiative is our Beacon Program, an annual sustainability recognition program for city and county agencies. We also work closely with local leaders year-round to help them build capacity to accomplish specific climate and environmental objectives.

ILG provides information and resources on all four of its pillars through our website, publications, tip sheets, case stories, conferences, workshops, webinars, and technical assistance to local and regional agencies.

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

### ***Qualifications & Experience***

The ideal candidate will have five or more years of increasingly responsible professional experience in the public, private or non-profit sector involving community engagement, project management and implementation of key initiatives. An advanced degree or certificate from an accredited college or university with major course work in planning, public policy, public or nonprofit administration and/or a field closely related to sustainability or public engagement is desirable.

Familiarity with local government practices and processes in California is strongly preferred. Experience or knowledge related to public participation, community engagement, facilitation, air quality, climate mitigation and adaptation, transportation and housing, and/or building healthy communities is strongly preferred. In addition, the successful candidate will possess strong fundraising, grant writing, management, relationship building and organizational skills.

The ideal candidate will also share a passion for ILG's mission, goals, vision and values, and a commitment to our position of being impartial, non-partisan, and respectful of the diversity of views of California's local leaders.

Depending on the experience and qualifications of the selected candidate, they will be positioned as either an Associate Program Manager or a Program Manager.

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### ***Work Schedule and Travel***

The 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 be a key element of the position.

### ***Employer***

ILG receives staffing services through an agreement for professional services with the League of California Cities. League employees assigned to ILG participate in a comprehensive benefits package that includes both defined contribution and defined benefit (CalPERS) retirement plans, medical, dental, life insurance, transit/parking subsidy, flex accounts, vacation time and holidays.

Information about the League of California Cities is available at [www.cacities.org](http://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 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 requirements to:

**Preferred:** [careers@cacities.org](mailto:careers@cacities.org)

**Subject Line:** ILG Associate Program Manager or Program Manager

Please be prepared to submit three professional references.