

## **Executive Assistant, ILG** *Employment Opportunity*

### **A Little About Us**

The Institute for Local Government (ILG) is a civic leadership non-profit organization dedicated to improving local government. Through hands-on education and training, we collaborate with leaders at California cities, counties and special districts to make meaningful change from the inside out. Our unique workplace is fun, fast-paced and dynamic with people who share a passion for public service, democracy and civic engagement. We are a group of changemakers and team players with can-do attitudes and a desire to do really great work with a statewide impact.

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

### **Join Our Team!**

ILG's projects and initiatives are constantly evolving, so we're looking for an Executive Assistant to support our busy CEO/Executive Director with a variety of administrative and programmatic activities. The right candidate will be an exceptionally organized, highly professional, kind, and proactive person who thrives in a fast-paced and mostly virtual work environment.

This important role offers the unique opportunity to work closely with the Executive Director and ILG leadership, including the Board of Directors and Senior Staff, to ensure smooth operations within the organization. You will provide high-level administrative and confidential support while also engaging in critical cross-organizational collaboration. This position is ideal for someone who thrives in a compassionate but busy office setting and is looking to contribute directly to the success of an impactful and growing nonprofit serving over 2,500 local governments throughout California.

### **Key Responsibilities**

As the Executive Assistant to the CEO, your duties will be varied and will include, but are not limited to:

- **Executive and Board Administrative Support:**  
You will be responsible for managing the CEO's calendar, organizing travel arrangements, handling expense reimbursements, and performing various administrative tasks in both virtual and in-person settings. You will also prepare itineraries and ensure the CEO's time is used efficiently, prioritizing urgent matters. The role will require excellent organizational skills to manage multiple competing priorities and deadlines.
- **Internal and External Communication:**  
Acting as the first point of contact for both external visitors and internal stakeholders, you will handle communications and inquiries, ensuring appropriate actions are taken or redirected. Your ability to maintain a high level of professionalism in all communications will be essential.
- **Event and Meeting Coordination:**  
You will coordinate, plan, and attend program-related meetings, board meetings, conferences, and special events, ensuring that all logistics are in place for seamless execution. This includes managing complex ILG Board of Directors meetings, preparing lengthy board packet materials, taking detailed meeting minutes, and providing on-site support when necessary. You will also

handle travel and lodging arrangements for the CEO and Board members for in-person meetings.

- **Cross-Department Collaboration:**

As a key contributor to strategic planning and special projects, you will support efforts that require collaboration across the organization and with multiple stakeholders. You will assist with long-range planning for the organization, ensuring deadlines and actions are tracked effectively.

- **Confidentiality and Discretion:**

Handling sensitive matters with the utmost discretion and confidentiality will be a key aspect of this role. You will need to maintain trust and protect the integrity of the organization and its leadership.

- **General Administrative Support:**

You will perform a variety of other duties as assigned by the CEO, including miscellaneous office and human resources tasks, maintaining office supplies, organizing storage, and assisting with any special projects. You may be required to travel occasionally, and work beyond regular business hours when necessary.

## **Qualifications**

### **Experience:**

Seven to ten (7-10) years of progressively responsible administrative experience, with at least 3-5 years of experience supporting an executive or senior department head. A background in business administration, public administration, or related fields is highly desirable. Previous experience with local government or nonprofit organizations is also a plus.

### **Skills and Knowledge:**

- Strong written and verbal communication skills with an impeccable attention to detail.
- Proficiency in Microsoft Office Suite (Word, Outlook, Excel, PowerPoint), as well as virtual meeting tools (Zoom, Microsoft Teams) and project management software (e.g., Monday.com, Slack).
- High level of discretion and the ability to manage confidential information with tact and professionalism.
- Proven ability to manage a demanding workload, exercise independent judgment, and prioritize tasks effectively under pressure.
- Knowledge of executive office processes and procedures, including meeting planning, scheduling, and organizing travel logistics.
- Ability to work well independently, as well as collaboratively with teams across the organization.

### **Work Style and Personal Attributes:**

- Ability to handle multiple competing demands, maintain flexibility, and demonstrate resilience in a fast-paced environment.
- Strong organizational skills, with a proactive approach to problem-solving and task management.
- Positive, "can-do" attitude, and commitment to customer service, both internally and externally.
- Professionalism in all interactions, with the ability to represent ILG in a positive light to external stakeholders.
- A commitment to kindness, compassion and professionalism in all dealings.

### **Physical Demands and Work Environment**

This position will be based in a business office setting. Regular tasks will include sitting, walking, reaching, and occasional lifting (up to 25 lbs). You will engage in both in-person and virtual meetings and may be required to travel by car or air. The ability to work under tight deadlines, with frequent interruptions, is essential. Flexibility is key, as this role requires occasional evening or weekend work to accommodate the CEO's schedule.

### ***More About Our Pillars of Work***

The COVID-19 pandemic highlighted the important role of local government in shaping a thriving community. That's why ensuring that local government leaders have the best education, training, connections and tools 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.

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

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

The chosen candidate(s) will provide executive support on a wide range of topics.

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

The Executive Assistant is a full-time, hourly position based in Sacramento but operating in a 90% remote environment. 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.calcities.org](http://www.calcities.org).

### ***Compensation & Benefits***

**Salary:** Salary depends on experience. range \$57,100 – \$71,000.

**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. To apply, contact:

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Senior Recruiter, Pacific Staffing  
[elizabeth@pacificstaffing.com](mailto:elizabeth@pacificstaffing.com)  
Subject: ILG Executive Assistant