

## **Program Manager(s)** *Employment Opportunity*

### ***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, 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 common values and wear many hats. 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 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.

We're seeking one or more **Program Managers** who are detail-oriented, highly organized and great with technology. If you have good project management experience and excellent written and verbal communication skills, this could be the job for you.

ILG's projects and initiatives are constantly evolving, so we're looking for people to support and lead projects in all of our areas of work. Information about ILG's four pillars of work is included below.

Program Managers are mid-level employees that most often report to a Senior Program Manager. Typical duties include:

- **Project Management:** Manage projects, including implementation, progress, budgets, people and time
- **Training Services:** Assist in the development of virtual and in-person trainings, workshops and webinars for local government practitioners with direction and support from the leadership team
- **Community and Partner Engagement:** Cultivate and maintain relationships with key stakeholders as well as engage in the community as a representative of ILG or on behalf of a client jurisdiction
- **Business Development:** Help identify new projects and funding sources and support the leadership team with soliciting funds through proposals and grant applications
- **Conduct Research and Provide Technical Assistance:** Stay abreast of relevant issues affecting local government, conduct research to inform program goals, and provide technical assistance to jurisdictions on various topics related to ILG's pillars
- **Evaluate and Communicate Program Impact:** Measure success and promote various projects through articles, conference sessions, presentations, webinars and more
- **Pillar Support:** Assist leadership team with various projects

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

The ideal candidate(s) will have four (4) or more years of increasingly responsible professional experience in program support and implementation of key initiatives.

Qualifying skills and characteristics include but are not limited to:

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- Knowledge or expertise in the fields of planning and development, public policy, communications, workforce development, civic participation, youth development, leadership, environmental sustainability and/or public engagement
- Familiarity with local government practices and processes in California
- Specific experience in public participation, community engagement, meeting facilitation, equity, climate mitigation and adaptation, transportation and housing and/or building healthy communities
- Cultural competency and ability to engage hard to reach communities
- Track record of effective communication and engagement with elected officials and senior level staff in the public, private and non-profit sectors
- Excellent time management, administrative and technical skills
- Highly proficient in Microsoft applications (e.g., MS Word, Excel, PowerPoint) and virtual meeting software like Zoom, GoToWebinar and Microsoft Teams
- Strong presentation skills
- Adaptable, flexible and a creative problem solver

### **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 focused on four (4) key pillars of work:

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

The chosen candidate(s) will provide program support on a wide range of topics. Below is a summary of the work performed in each ILG pillar. The right candidate(s) will have interest and proficiency in at least one of these areas.

- 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 **Sustainable & Resilient Communities** 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.

- Recent elections have sparked a lot of interest in government and social justice, 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 public 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. We also help local agencies attract, recruit and retain the next generation of local government leaders.

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

The Program Manager is a full-time, exempt position based in Sacramento. 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. Due to the COVID-19 pandemic, you will work a hybrid schedule of remote work (telework) and in office work until further notice.

### ***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 range starts at \$65,649 and increases significantly based on experience.

**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 \$20,500 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.

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### ***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***

Go to <https://secure.onehcm.com/ta/LCAC.careers?ApplyToJob=436380611> and submit a cover letter that speaks to your qualifications, a resume and salary requirements. Please be prepared to submit three professional references.

Deadline for applications: Friday, April 8, 2022.