



League of California Cities®
Program Coordinator I, Member Services
Job Announcement
May 2018

The League

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, the League's mission is to enhance the quality of life for all Californians by protecting local control. Reflecting the diversity of California, each of the League's employees is a vital partner in the organization's mission and success

Education and Member Services

The education and member services department is an important leader in providing city officials and staff with opportunities to enhance their knowledge, collaborate with peers, and participate in League activities. The department manages the activities of 11 professional departments that function as professional societies with educational and networking opportunities that range in size from 25 to 2,500 attendees. Individual and collective contributions by team members reflect the department's commitment to quality programming, customer service and excellence.

Program Coordinator I, Member Services

Using superior communication and organization skills, coordinate the League's professional department activities and meetings; develop education content; and coordinate awards programs for: City Clerks, Fire Chiefs, Fiscal Officers, Personnel and Employee Relations, Planning and Community Development, Public Works Officers, Local Streets and Roads Needs Assessment Contract. Build and maintain membership participation in League departments. Act as a primary point of contact for membership inquiries.

Qualifications & Experience

Three to five years of increasing experience in the area of association management; membership services; and/or general administrative office management. An Associate of Arts or a Bachelor's degree from an accredited college. A bachelor's degree in any related field from an accredited university is preferred.

Work Schedule and Travel

The normal work week for this position is Monday through Friday, 8:30 a.m. to 5 p.m. Travel regularly throughout California (flying, driving) to provide on-site staffing to single- and multi-day meetings; travel is 10 – 15 percent of time; overnight stays of 2-3 nights in a row required.

Compensation & Benefits

- **Salary:** Depends on Qualifications
- **Retirement:** California Public Employees Retirement System (CalPERS) 2% at 62 for new CalPERS members; 2% at 60 for classic CalPERS members
- **Deferred Compensation:** Employees may defer up to \$18,500 per year through the League's ICMA/RC defined contribution plan.
- **Health and Dental:** Employees may select medical coverage from two HMO and one PPO plans; dental insurance is a PPO plan.
- **Life Insurance:** League-paid \$50,000 life insurance coverage for employees; supplemental employee-paid coverage is available.
- **Other Benefits:** Under the League's Section 125 Plan, employees may use a portion of their salaries on a pre-tax basis to cover child care and/or certain health care expenses.

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

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

- **Vacation:** Two weeks annually; three weeks after five years of service.
- **Holidays:** League employees receive twelve paid holidays annually.
- **Sick Leave:** Employees earn twelve days annually.

Recruitment/Decision Schedule

Recruitment for the Program Coordinator I 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:

Preferred:

careers@cacities.org

Alternative:

**League of California Cities
Attention: Human Resources Director
1400 K Street, Ste 400
Sacramento, CA 95814**

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

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