



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

## **Member Services Associate**

July 2024

### **Cal Cities Culture and Mission**

Cal Cities is dedicated to creating a collaborative and inclusive environment where passionate professionals can thrive. We're looking for candidates who are focused, driven, and above all else, seeking deeper meaning in their work. Reflecting the diversity of California, each of Cal Cities' employees is a vital partner in the organization's mission and success. If you also have a passion for public service, local government, and working with dynamic, talented teammates, this is where you belong!

Headquartered in downtown Sacramento, since 1898 the League of California Cities has been an active partner in local government, providing advocacy, educational and informational services to cities. Cal Cities' mission is to enhance the quality of life for all Californians by protecting and expanding local control for cities through education and advocacy. Cal Cities has approximately seventy-five staff supporting its operations.

### **Member Services Department**

The Member Services Team is an important leader in providing city officials with opportunities to engage in and lead the organization. Supporting more than 100 member activities annually through business meetings, roundtable discussions, and conferences, this department identifies and recruits members to share their expertise in a variety of activities within and outside of the organization. Individual and collective contributions by team members reflect the department's commitment to quality services and excellence. The Member Services Team is part of the larger Education and Member Services Department that delivers a variety of educational and networking programs that range in size from 25 to 2,500 attendees and supports activities across Cal Cities.

### **Position Summary**

The League of California Cities is looking for a talented and professional Member Services Associate with a fierce attention to detail and a 'can do' attitude. This position performs a variety of duties related to the coordination, development, and delivery of services to member groups. Works with city officials, city staff, and internal staff to support operational, engagement, and educational tasks. Serves as liaison between assigned member groups and Cal Cities. Coordinates and distributes information for conference calls, meetings, and events. Supports processing of invoices and expenses. Performs other duties as assigned.

### **Qualifications and Experience**

Bachelor's degree in public relations, public administration or a related field is desirable. Three (3) years of progressively responsible experience with demonstrated success in communications, marketing, project management, public affairs, association management, public administration, or a combination of education and experience which provides the required knowledge, skills, and abilities. Some direct connection to local government is desirable.

Employment opportunities are located at: <https://www.calcities.org/join-our-team>

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

## Work Schedule and Travel

Cal Cities' normal workweek is Monday through Friday, 8:30 a.m. to 5:00 p.m. Travels as needed to locations throughout California in the performance of duties.

## Compensation and Benefits

**Salary:** Commensurate with qualifications and experience. Salary range \$58,039 - \$89,960. A qualified candidate will most likely fall in the range of \$62,000 - \$72,000.

**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 compensation through Cal Cities' Mission Square 457 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 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.

## Application Procedure and Recruitment Schedule

To apply, please submit your resume and cover letter on our careers page at [www.calcities.org/join-our-team](http://www.calcities.org/join-our-team).

**OR** click on the below application link <https://secure.onehcm.com/ta/LCAC.careers?ShowJob=654485889>

Recruitment for the Member Services Associate 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.