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

Communications and Marketing Coordinator
August 2021

Position Description
The League of California Cities is looking for a talented and professional Communications and Marketing Coordinator to join our dynamic Communications and Marketing team. The duties will be diverse and multifaceted, therefore excellent professional skills are vital for this role. The position supports the Communications and Marketing team in executing and monitoring communications strategies, including tracks and reports analytics on marketing and communications campaigns, media mentions and inquiries, and website usage on both Cal Cities and Western City magazine platforms; uploads web content and maintains select webpages; manages requests for general information from members, journalists, and the public; and maintains related administrative functions for the Communications and Marketing team. The successful candidate will be a dynamic individual with excellent time management and project management skills, strong writing skills, eager to learn, a high level of creativity, the ability to think analytically and can work cross-departmentally and build strong positive relationships with colleagues and external stakeholders.

The ideal candidate is highly organized individual who is comfortable working independently and also understands how to collaborate successfully in a team. This is a great entry-level opportunity in a topnotch, fast paced communications team. If you also have a passion for public service, local government, advancing equity, and working with smart, fun, and talented teammates, this just might be the right job for you.

Communications and Marketing Department
The Communications and Marketing Department serves the entire organization by providing communications and marketing support for Cal Cities’ wide range of activities and services. The department manages the Cal Cities website, production/publishing of its weekly e-newsletter, monthly online magazine, social media channels, press relations, publications, collaterals and reports, photography, messaging, scripting, and article development and editorial assistance throughout the organization. Individual and collective contributions by team members reflect the department’s commitment to quality communication, customer service, and excellence.

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

Reflecting the diversity of California, the League of California Cities is an equal opportunity employer.
The League of California Cities
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, Cal Cities’ mission is to enhance the quality of life for all Californians by protecting local control. Reflecting the diversity of California, each of the Cal Cities employees is a vital partner in the organization’s mission and success.

Qualifications and Experience
We seek a dynamic and experienced person to fill this role with the League of California Cities. The position requires demonstrated success in written and verbal communication, website content loading, and familiarity with basic office software and technology.

Three years of progressively responsible experience supporting communications and/or marketing functions for an organization, or a combination of education and experience which provides the required knowledge, skills, and abilities. Associate’s or Bachelor’s degree in English, communications, marketing, public relations, or a related field from an accredited university.

Work Schedule and Office Location
Cal Cities normal work week is Monday through Friday, 8:30 a.m. to 5 p.m. However, the position occasionally requires early morning, evening, and weekend hours as dictated by responsibilities, workload, and legislative process. Overnight and multi-night travel as needed for Cal Cities events.

Compensation and Benefits
Salary: Depending 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 Cal Cities ICMA/RC 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 $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.

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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 the Communications and Marketing Coordinator 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:

- careers@calcities.org
- Enter “Communications and Marketing Coordinator” in the subject line.

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