



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

Administrative Assistant, Education and Events

October 2022

Position Description

The League of California Cities is looking for a talented and professional Administrative Assistant, Education and Member Services with a fierce attention to detail and a 'can do' attitude. This position provides a variety of clerical and administrative support for the Education and Member Services department and may be assigned more specialized administrative or clerical support duties related to the department as needed.

Essential Duties include, but are not limited to, the following:

- Maintains and edits conference content in assigned databases including information for speakers, moderators, contact information, bios, and session titles/descriptions.
- Sends session proposal acceptance and rejection letters and follows up accordingly.
- Communicates with conference speakers and moderators and answers related questions; reminds appropriate parties of deadlines; sends speakers and moderators confirmations and follow-up correspondence; provides information such as session dates and times, conference, and hotel information; responds to requests for session and panel changes accordingly.
- Performs duties related to conference database set-up and maintenance.
- Coordinates uploading of conference handouts to website.
- Contributes to writing meeting history reports for conferences.
- Proofreads conference materials such as announcements, welcome letters, session titles/descriptions and scripts as needed.
- Distributes requests and collects responses for event venue proposals.

Education & Member Services Department

The Education and Member Services Department is an important leader in providing city officials with opportunities to enhance their knowledge and expertise. Developing more than 30 different single- and multi-day meetings annually, the department delivers a variety of educational and networking programs that range in size from 100 to 2,500 attendees. Individual and collective contributions by team members reflect the department's commitment to quality programming, customer service and excellence.

Cal 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 Cal Cities' employees is a vital partner in the organization's mission and success.

Cal Cities Culture

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

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.

their work. If you also have a passion for public service, local government, advancing equity, and working with dynamic, talented teammates, this just might be the right place for you!

Qualifications & Experience

We seek a dynamic and experienced person to fill this critical role. High school diploma or equivalent GED. Two (2) years of increasingly responsible secretarial or administrative assistant experience. Experience with event planning is desired.

Work Schedule and Travel

Cal Cities' normal workweek is Monday through Friday, 8:30 a.m. to 5:00 p.m. Occasional overnight and multi-night travel via automobile or air is required in normal course of job duties.

Compensation & Benefits

Salary: Depending on qualifications. Salary range \$37,974 - \$56,962.

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.

Recruitment/Decision Schedule

Recruitment for the Administrative Assistant, Education and Member Services 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.