Assistant Program Manager Opportunity

POSITION: Assistant Program Manager

STATUS: Full-Time Position

LOCATION: Sacramento, CA

REPORTS TO: President & CEO

About CALED and the Opportunity:

The California Association for Local Economic Development (CALED) is the premier statewide professional economic development organization dedicated to advancing its members’ ability to achieve excellence in delivering economic development services to their communities and business clients. CALED’s membership consists of public and private organizations and individuals involved in economic development: the business of growing local economies by helping businesses thrive. We do this through managing three organizations: CALED, the California Academy for Economic Development (the Academy), and the California Enterprise Development Authority (CEDA). We collectively refer to these as CALED and our affiliates.

Over the past several years, our organizations are growing, and we are achieving major milestones in supporting economic development professionals and promoting the value of economic development. We are looking to add an Assistant Program Manager to our team that can help us share those milestones, engage with the purpose of gathering input from members and partners to inform future programs, and work with the CEO to manage and implement special programs and projects.

The ideal candidate will have a passion for our mission and will understand and value being part of a high-functioning team. The Assistant Program Manager will need to focus on accuracy, adhere to high standards for the quality of his/her work, have excellent analytical skills, and have exceptional written and verbal communication skills. Please see the full job description for more information.
JOB DESCRIPTION

Summary

Under the direction of CALED’s President & CEO, the Assistant Program Manager will be responsible for stakeholder engagement, association communication, marketing, and program coordination and implementation, as well as other duties as assigned related to the variety of economic development programs we support.

The programs supported by this position may include assisting in the creation of education programs, member/stakeholder outreach and engagement, event coordination and promotion, program implementation, coordination of legislative activities, assisting with economic development financing programs offered by CALED and CEDA.

Candidates must have current, relevant program implementation experience in a non-profit or government setting. Prior experience in economic development finance knowledge and/or understanding of public-sector processes relative to economic development are preferred but not a pre-requisite. Candidates must have a demonstrated ability to work in both a team setting as well as independently. Aptitude for being a “fast learner” is essential.

Specific Responsibilities

• Oversee day-to-day coordination and implementation of programs including partner/member engagement, member/partner and committee coordination, problem solving and required reporting and documentation associated with both activities

• Develop and implement marketing programs and partnership strategies under direction of CEO

• Manage consultants as needed

• Develop new, as well as maintain existing, relationships for programs

• Actively participate in community/member outreach programs as requested by CEO

• Participate in the presentation of programs at workshops to members, partners, and potential stakeholders

• Develop and maintain effective working relationships with clients, staff, consultant teams, funding partners and CALED members

• Conduct periodic assessments on program effectiveness and provide information to CEO regarding opportunities to improve or modify programs for the benefit of CALED members

• Identify potential new opportunities or areas of improvement and make recommendations to CEO

• Attend trainings and staff meetings as requested
Serve as executive assistant to the CEO as needed
Other duties as assigned

Candidate Preferred Qualifications and Experience

- Bachelor’s Degree or higher in related field: Communications, Political Science, etc.
- 3 + years of professional experience in a non-profit or small business office environment
- Demonstrated knowledge of public-sector processes and understanding of non-profit culture
- Strong knowledge of current communications strategies, tools and practices

Minimum Qualifications and Experience

- Equivalent work experience in program management in a non-profit or government setting for a minimum 3 years is acceptable in lieu of degree
- Ability to work in a fast-paced environment
- Ability to work with stakeholders from diverse perspectives and different geographic regions
- Effective time management and team building skills
- Proficiency with computers – use of Microsoft PowerPoint, Excel, and Word
- Proven self-starter
- Commitment to continued professional development

Salary and Benefits:

CALED offers a competitive salary, commensurate with experience, and a comprehensive benefit package based on the benchmarks established in the Fair Pay for Northern California Nonprofits Compensation & Benefits Survey Report. Salary ranges from: $4,500 - $5,800 per month.

Application:

Please send your resume and cover letter to CALED’s CEO Gurbax Sahota at ceo@caled.org no later than close of business on January 25, 2018.