

EMPLOYMENT OPPORTUNITY

CALIFORNIA ASSOCIATION FOR LOCAL ECONOMIC DEVELOPMENT

POSITION: Project Coordinator

STATUS: Part-Time/Full-Time Position based on Qualifications

LOCATION: Sacramento, CA

REPORTS TO: Program Director

What it's Like to Work at CALED and the Opportunity:

The California Association for Local Economic Development (CALED) team is a small group of people who get a tremendous amount of work done! We have a fast-paced office where most team members work on a variety of projects and are required to balance multiple deadlines and prioritize projects and tasks. CALED is a supportive and friendly environment for team members. We like to have fun while also accomplishing a lot. In return, we expect a high level of professionalism, quality work products, and trust in the work of the team and your co-workers.

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 want to add a Project Coordinator to our team who 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 Program Director to manage and implement special programs and projects.

The ideal candidate will have a passion for our mission and understand and value being part of a high-functioning team. The Project Coordinator will need to focus on quality over efficiency and attention to detail, adhere to high standards for the quality of their work, have excellent analytical skills, and have exceptional written and verbal communication skills. Please see the full job description for more information.

About CALED:

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.

JOB DESCRIPTION

Summary

Under the direction of CALED's Program Director, the Project Coordinator will be responsible for association communication, marketing, and program coordination and implementation, as well

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as other duties as assigned related to the variety of economic development programs we support.

The programs supported by this position may include member/stakeholder outreach and engagement, event coordination and promotion, program implementation, 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 Program Director
- Manage Event Registration Database and has ability to comprehend and explain new software technologies
- Manage consultants as needed
- Develop new, as well as maintain existing, relationships for programs
- Actively participate in community/member outreach programs as requested by Program Director
- 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 Program Director 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 Program Director
- Attend trainings and staff meetings as requested
- Other duties as assigned

Candidate Preferred Qualifications and Experience

- Bachelor’s Degree or higher in related field: Communications, Political Science, Planning, etc.

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- 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 5 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 Suite; Experience with YourMembership a plus
- Proven self-starter
- Commitment to continued professional development

Salary and Benefits:

CALED offers a competitive salary, commensurate with experience based on the benchmarks established in the *Fair Pay for Northern California Nonprofits Compensation & Benefits Survey Report*.

Full Time: Salary ranges from: \$3,000 - \$3,900 per month, plus benefits.

Part time: Salary range is between \$20-\$25 per hour with 24 hours of sick available and \$400 health and wellness benefit annually.

Application:

Please send your resume and cover letter to CALED's Program Director at michelle@caled.org no later than 5pm on September 16, 2021.