

Full job description

Position Description for Programs Specialist

About Us:

The American Council of Engineering Companies of California (ACEC California) is a statewide association of approximately 1,000 engineering, land surveying, construction management and environmental consulting firms. The statewide office is located in Sacramento.

Job Description:

ACEC California is looking for a talented and professional Programs Specialist. This position provides complex administrative, analytical, and professional support in day-to-day operations of assigned program, department, policy committee and/or legislative activities.

We are looking for a self-starter, proactive, positive team player that wants to join our crew of dedicated professionals. The ability to maintain a professional demeanor while undertaking administrative support and multiple projects is essential in this position. The ideal candidate for this job is thorough, a good problem solver, and organized.

Must Have:

- Ability to multi-task, be a team player, and have high attention to detail.
- Proactive self-starter personality with the ability to work independently.
- Ability to set priorities, solve problems, and be resourceful.

Description of Duties:

- Draft policy position letters, member communications, policy materials, and articles on emerging issues.
- Staff assigned policy committees and task forces, including preparing agendas, meeting materials, analyses, and summaries.
- Represent ACEC California at policy discussions, conferences, and member events as assigned.
- Respond to inquiries from members, public officials, and stakeholders on policy matters.
- Monitor policy developments, and news impacting local government.
- Provide administrative and professional support for ACEC California.

- **Committee Duties-** This position is expected to staff the following committees: BPELSG Committee, Caltrans Liaison Committee, Prevailing Wage Committee, and assist the QBS & LAC Committee.

Will primarily assist with the long-term goal of developing the skills and experience necessary to take on leadership responsibilities for select committees. Below is a description of committee duties.

- Attend and actively participate in all committee meetings.
- Develop and distribute meeting agendas in coordination with the Committee Chair, ensuring that key discussion topics, priorities, and action items are clearly outlined.
- Record and distribute accurate meeting minutes, including key decisions, discussions, assignments, and deadlines.
- Work closely with the Committee Chair and staff to plan and coordinate meetings, establish priorities, and ensure the committee stays focused on its goals.
- Maintain and follow up on the committee's action-item and to-do list, helping ensure assignments are completed in a timely manner.
- Communicate with committee members between meetings as needed regarding upcoming meetings, assignments, deadlines, and other committee business.
- Help keep the committee organized and moving forward by tracking progress, identifying outstanding items, and bringing follow-up needs to staff and the Chair's attention.
- Serve as a central point of coordination for committee-related information and activities, supporting the Chair, other staff and committee members as needed.

Other Duties

- Attorney's Roundtable-Coordinate with the presenter and staff to finalize materials and agenda. Prepare packets and work with the presenter on assuring MCLE credits are available to attendees.
- Assist with QBS noncompliant RFP/RFQ outreach
- Other duties as assigned.

Desired Qualifications:

An ideal candidate should hold a bachelor's degree in political science, public affairs, or a related field, or equivalent professional experience, with strong research and analytical skills. Some experience working with or around the local government would be desirable. The ideal candidate can research complex topics, identify key takeaways, and communicate information in a clear and practical way. This person should be organized,

detail-oriented, comfortable managing multiple projects and deadlines, and able to take initiative and solve problems. Strong writing, communication, and relationship-building skills are important, as this position will work closely with ACEC California member firms and other stakeholders. Experience with policy research, program support, member communications, committee coordination, or process improvement is a plus, along with some familiarity with issues affecting California's engineering and design industry.

COMPENSATION, BENEFITS, AND LOCATION

This full-time, non-exempt position is based in downtown Sacramento. The position offers a salary of \$28–\$34 per hour, depending on experience, and requires 37.5 hours per week. A hybrid work schedule may be available after the first 90 days of employment.

Benefits package includes fully paid medical, dental, vision, long-term disability and group life insurance coverage; cell phone subsidy; stipend for internet connection; 401(k) retirement plan with employer contribution; PTO and paid holidays; training and professional development opportunities.

Send Cover Letter and Resume to sreed@acec-ca.org by close of business 9/25/26.