



**THE CITY OF SAN DIEGO**

**OFFICE OF COUNCILMEMBER KENT LEE  
SIXTH COUNCIL DISTRICT**

**JOB OPENING (UNCLASSIFIED)**

## **Community Representative**

### **JOB OPENING INFORMATION**

The Office of City Councilmember Kent Lee is expanding its team and seeking a qualified applicant to serve as a Community Representative in assigned District 6 neighborhoods, support communication between stakeholders and the Councilmember, and provide the highest levels of customer service for constituents seeking assistance.

The ideal candidate will have experience working with the diverse communities within Council District 6, and should have strong interpersonal, written, and verbal communication skills.

By joining the Community Engagement Team in the Office of Councilmember Lee, you are joining a team of energized individuals who are dedicated to serving the constituents of District 6 and the Asian Empowerment seat.

### **DUTIES AND RESPONSIBILITIES**

- Develop relationships with community members, stakeholders, business owners, volunteers, and others active in assigned neighborhoods
- Develop relationships with the Mayor's Office, City operations, Council offices, and State and Federal elected offices
- Attend recurring community group meetings and public events independently on behalf of the office to communicate Councilmember updates and opportunities
- Act as the representative for the Councilmember at events and meetings; duties may include public speaking and certificate/proclamation presentations
- Track and monitor neighborhood issues, trends, and priorities to inform policy team
- Staff Councilmember at events and meetings as needed, including logistical arrangements, preparing speech cards, assisting with Councilmember interactions, photography, drafting social media captions, and other duties as assigned
- Prepare advance briefings for events and meetings

- Craft and deliver Proclamations and Certificates
- Proactively identify opportunities for the Councilmember to spearhead and support
- Perform constituent services and casework through all modes of communication, including phone calls, emails, door-to-door canvassing, and more
- Address and support concerns identified by community members
- Provide weekly regular follow-up to constituents with outstanding issues
- Flexibility and availability for work events on evenings and weekends as needed

## **QUALIFICATIONS**

- Ability to work with multiple entities, stakeholder groups, advocacy organizations, and constituents
- Ability to work independently and organized in a fast-paced environment, while managing several projects simultaneously and adjusting to frequently shifting immediate demands
- Demonstrated ability and willingness to serve the public interest
- Self-starter with excellent project, time management, and organizational skills
- Commitment to equity, racial, social, and economic justice, and the ability to work with neutrality in a politically charged environment
- Have good political acumen and critical thinking skills
- Possess reliable transportation for commutes between City office, meetings, and events (mileage reimbursable)
- Socially adept in navigating difficult interactions and challenging individuals in a positive and productive manner
- Comfortable with public speaking
- Strong interpersonal skills with an ability to seamlessly integrate into an organizational culture
- Bilingual communication skills highly desirable although not required
- Local government or community advocacy experience desired

## **TO APPLY**

Interested applicants should send a resume, brief cover letter describing why you would like to work for the District 6 office, and desired salary to Sara Kamiab at [skamiab@sandiego.gov](mailto:skamiab@sandiego.gov) with Community Representative Position in the subject line. Applications will be accepted until the position has been filled.

**The City of San Diego has an active Equal Opportunity/ADA Program for employment and vigorously supports diversity in the workplace.**

**Benefits:**

This position is eligible for participation in the City's Flexible Benefits Plan, which offers several benefit plan options or a taxable cash option; \$50,000 in City-paid life insurance; paid annual leave accruing at a rate equivalent to 22 days per year for an employee's first 15 years of service. Retirement benefits for this unclassified position depend on an employee's eligibility status (new hire, rehire, etc.). To learn more about this position's employee benefits, please review the Benefits Summary for Unclassified Employees or contact the Benefits Division of the Risk Management Department at (619) 236-5924. Some benefits currently offered to employees may be modified in the future.

**Pre-Employment Requirements:**

Employment offers are conditional pending the results of all screening processes applicable to the position, which may include the following: confirmation of citizenship or legal right to work in the United States; completion of a pre-employment medical review and exam (which may include drug and alcohol testing); reference checks; confirmation of full COVID-19 vaccination; and fingerprinting. Fingerprints will be submitted to the Federal Bureau of Investigation and the California Department of Justice for a conviction record report. Certain positions may require additional screening processes, which may include a polygraph examination and/or background investigation. All of these processes must be successfully completed before employment begins. A positive test for alcohol or illegal drugs, including marijuana, or inadequately explained prescription drugs, or misrepresentation, falsification, or omission of pertinent facts in any step of the screening or selection process, may be cause for disqualification or termination of employment. Nothing in this job posting constitutes or should be construed as part of an express or implied contract for employment with the City of San Diego. Candidates must notify the Personnel Department of any change in their name, mailing address, email address, or phone number, otherwise they may miss employment opportunities.