SEAN ELO-RIVERA

COUNCILMEMBER FOR SAN DIEGO DISTRICT 9

The Office of Councilmember Sean Elo-Rivera is hiring for our 2025-2026 Field Representative Internship Cohort. This will be a one year paid internship program that could potentially lead to permanent opportunities within the City of San Diego. The program is expected to begin on **Monday, July 7, 2025**. During this internship, you will serve as a Field Representative Intern and learn the fundamentals of public service, relationship building, and community organizing. This will be a hybrid opportunity (in-person and remote), with most of the hours being in-person.

Qualifications

Desired

- Community-oriented and community-driven.
- Bilingual speaker, fluent in English AND Spanish, Vietnamese, Somali, Arabic, and/or other commonly spoken languages in D9.
- Driven by curiosity, a problem solver, and interest in or willingness to learn about local government.
- Experience working in community engagement roles such as organizing and advocacy, community education, and customer service.
- Lived or learned experienced working with community members historically excluded and underserved such as those that are Black, Indigenous, People of Color, LGBTQ+, Differently Abled, Low-Income, Immigrants and Refugees, and other marginalized communities.
- Resides within Council District 9.

Required

- Flexibility to work a maximum of 20 hours per week, including evenings or weekends when needed.
- Must apply to Employ & Empower Internship – please note that you must be eligible for E&E to be part of this program. Please review this FAQ as you consider this opportunity: https://www.sandiego.gov/sites/default/files/youth-employ-empower-faq.pdf.
- You must be available for mandatory weekly trainings: 11AM-1PM Monday through Friday.
- Strong written and verbal communication skills.
- Must be able to have at least 1-2 weekends per month available as part of your weekly hours.

Responsibilities

- Strong computer skills, including mastery of tools such as Microsoft Office and other technological devices and services.
- Problem solver that upholds high levels of customer service.
- Be curious, proactive, driven, and take initiative.
- Absolute honesty and integrity.
- A current student at a university, community college, and/or any academic program.

- Basic Functions: Under the supervision of the Internship Manager, interns will work within the district as an official representative and liaison of the Councilmember. You will support the Community Empowerment Team in constituent engagement, developing relationships/partnerships across the district, and supporting community events.

- Duties: Field Representative Intern will perform a variety of duties including, but not limited to responding to a variety of constituent services and inquiries, telephone calls, and emails; canvassing, tabling, and phone banking to engage residents; and producing reports describing key issues discussed.

- Responsibilities: Log incoming constituent inquiries and service requests; communicate District 9 and City events to constituents across various neighborhoods; support coordination and participation in events and activities within communities, such as neighborhood cleanups, tabling opportunities, and community meetings.

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

Pay:

This internship wage is between $19.47-$22.75, depending on the number of units you have taken.

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 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.

Please submit your resume and cover letter by **Friday, May 30th at 5:00pm** via our application form: **sdd9.info/apply**.

If you have questions, please email Roberto Marin, at RMarin@sandiego.gov .