



OFFICE OF COUNCILMEMBER CHRISTOPHER WARD THIRD COUNCIL DISTRICT

JOB OPENING: COMMUNICATIONS MANAGER

OPENING: Communications Manager in the City Council office of Councilmember Chris Ward. Annual starting salary of \$55,000 - \$60,000 depending on experience with the opportunity to advance to the position of Communications Director. Excellent benefits, equal opportunity employer.

JOB DUTIES: Develop communications strategy and lead execution of media outreach and messaging in coordination with the Chief of Staff and Chief of Policy. The Communications Manager will act as point person for media outreach and when appropriate act as a formal spokesperson for the office. Responsibilities include but are not limited to drafting press releases, preparing statements in coordination with appropriate staff, organizing press conferences, writing monthly newsletters, writing and editing talking points, and drafting office updates for community organizations and media. A proactive communications strategy will include knowledge of a variety of social media platforms including Facebook, Twitter, Nextdoor, and Instagram, and ideal candidates will have prior media experience with excellent oral and written communication skills.

QUALIFICATIONS: A successful candidate will have a Bachelor's degree and two to five years of communications experience implementing progressive messaging strategies and knowledge of the City of San Diego's operating structure. Strong verbal and written skills required. Ability to work independently, efficiently and effectively under pressure. Positive attitude and high work ethic essential. Willingness to respond as a member of a team and work extended hours on evenings or weekends when necessary.

ABOUT COUNCILMEMBER WARD: Councilmember Chris Ward was elected to represent San Diego's 3rd City Council District in June 2016, and took office in December of 2016. He serves as Chair of the Economic Development and Intergovernmental Relations Committee and Chair of the Select Council Committee on Homelessness, Vice Chair of the Budget and Government Efficiency Committee, and as a member of the Infrastructure and Rules Committees, as well as serving as the Vice Chair of the San Diego County Regional Task Force on the Homeless.

TO APPLY: Candidates should submit a resume, cover letter, and writing sample to mbchase@sandiego.gov.