



## Councilmember Joe LaCava

<b>Job Title:</b>	Community Representative	<b>Job Category:</b>	Council Representative
<b>Department/Group:</b>	City of San Diego, District 1 Council Office	<b>Organization:</b>	City of San Diego
<b>Location:</b>	202 C Street 10 <sup>th</sup> Floor San Diego, CA 92101	<b>Travel Required:</b>	Trips from Downtown San Diego to District 1 required and common
<b>Level/Salary Range:</b>	Salary—TBD	<b>Position Type:</b>	Full-time
<b>Contact:</b>	Vicky Joes, Chief of Staff 619-236-6611 <a href="mailto:vcjoes@sanidiego.gov">vcjoes@sanidiego.gov</a>	<b>Date Posted:</b>	June 6, 2022
<b>Will Train Applicant(s):</b>	Will Train Applicant(s)	<b>Posting Expires:</b>	Until filled
<b>Applications Accepted By:</b>			
<b>EMAIL:</b> Subject Line: Community Representative Application		<b>BITLY:</b>	
<b>Job Description</b>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <p>The Office of Councilmember Joe LaCava, San Diego City Council District 1 seeks a qualified applicant to serve as a Community Representative in assigned neighborhoods; support communication between stakeholders and the Councilmember; and provide the highest levels of customer service for constituents seeking assistance.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> <li>• Develop relationships with community members, stakeholders, business owners, volunteers, and others active in assigned neighborhoods</li> <li>• Develop relationships with the Mayor’s Office, City operations, Council offices, and State and Federal elected offices</li> <li>• Communicate District 1 and Councilmember updates and opportunities at community group meetings and events including evenings and weekends</li> </ul>			

- Track and monitor neighborhood issues, trends, and priorities to inform policy
- Staff Councilmember at events and meetings including evenings and weekends
- Prepare advance briefings for events and meetings
- Craft and deliver Proclamations and Commendations
- Identify opportunities for the Councilmember to spearhead and support
- Address and support concerns identified by community members
- Provide weekly regular follow-up to constituents with outstanding issues

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- One-year Local Government experience desired
- Ability to work with multiple entities, stakeholder groups, advocacy organizations, and constituents
- Strong written and verbal communication skills
- Demonstrated willingness to serve the public interest
- Strong interpersonal skills
- Land Use experience in practice or theory preferred
- Social Media proficiency desired