## Councilmember Joe LaCava

<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>Community Representative</th>
<th><strong>Job Category:</strong></th>
<th>Council Representative</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Department/Group:</strong></td>
<td>City of San Diego, District 1 Council Office</td>
<td><strong>Organization:</strong></td>
<td>City of San Diego</td>
</tr>
<tr>
<td><strong>Location:</strong></td>
<td>202 C Street 10&lt;sup&gt;th&lt;/sup&gt; Floor San Diego, CA 92101</td>
<td><strong>Travel Required:</strong></td>
<td>Trips from Downtown San Diego to District 1 required and common</td>
</tr>
<tr>
<td><strong>Level/Salary Range:</strong></td>
<td>Salary—TBD</td>
<td><strong>Position Type:</strong></td>
<td>Full-time</td>
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<tr>
<td><strong>Contact:</strong></td>
<td>Vicky Joes, Chief of Staff  619-236-6611 <a href="mailto:vcjoes@sandiego.gov">vcjoes@sandiego.gov</a></td>
<td><strong>Date Posted:</strong></td>
<td>June 6, 2022</td>
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<tr>
<td><strong>Will Train Applicant(s):</strong></td>
<td>Will Train Applicant(s)</td>
<td><strong>Posting Expires:</strong></td>
<td>Until filled</td>
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</tbody>
</table>

### Applications Accepted By:

**EMAIL:**
Subject Line: Community Representative Application

**BITLY:**

### Job Description

**ROLE AND RESPONSIBILITIES**

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.

Responsibilities include:

- 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
- Communicate District 1 and Councilmember updates and opportunities at community group meetings and events including evenings and weekends
• 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