



JOB LISTING

Title: Community Representative

Department: Mayor's Office

San Diego Mayor Todd Gloria is seeking a Community Representative to join his Community Engagement team. Under the direct supervision of the Mayor's Director of Community Engagement and the Deputy Chief of Staff, the Community Representative will act as a liaison between the Mayor and residents of the City of San Diego as well as City departments.

Basic Functions:

General tasks include representing and staffing the Mayor at community events and meetings (*some of which take place at night and on weekends*); responding to constituent inquiries and helping constituents resolve city-related issues; monitoring and keeping the Mayor informed of community issues; and developing relationships with neighborhoods and key community stakeholders.

Qualifications:

- Excellent written and verbal communications skills;
- Able to read, write and speak Spanish proficiently;
- Ability to work independently and as part of a team in a fast-paced, high-pressure, deadline-driven environment;
- Reliable attention-to-detail.

Highly desirable:

- Prior experience working in community outreach or a related field.

All City of San Diego workers are required to be fully vaccinated against COVID-19.

Please e-mail cover letter and resume to Nick Serrano, Deputy Chief of Staff, at NSSerrano@sandiego.gov.