



JOB LISTING

Title: Press Secretary/Digital Media Manager

Department: Mayor's Office

San Diego Mayor Todd Gloria is seeking a Press Secretary/Digital Media Manager to join his Communications team. Under the supervision of the Mayor's Director of Communications and the Deputy Chief of Staff, the Press Secretary/Digital Media Manager will act as a liaison between the Mayor and members of the media; manage the Mayor's digital platforms/presence; and perform other communications-related work on behalf of the Mayor.

Basic Functions:

General tasks include preparing public communications, including press materials such as press releases, media advisories, and fact sheets; writing speeches and talking points; responding to media inquiries; and planning, drafting and posting social media content.

Qualifications:

- Experience working in communications or media with a comprehensive understanding of the principles and practice of public relations;
- Excellent written and verbal communication skills;
- Ability to work both independently and as part of a team in a fast-paced, high-pressure, deadline-driven environment;
- Strong familiarity with social media tools, including Facebook, Twitter, Instagram and TikTok; and
- Reliable attention-to-detail;

Highly Desirable:

- Ability to read, write, and speak in Spanish.
- Proficiency in graphic design programs such as Canva, Adobe Photoshop or InDesign.
- Video production and editing skills

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.