

Title: Policy Advisor & Community Representative with City of San Diego District 9 Office

District 9, City of San Diego

The City of San Diego's Ninth District is represented by Council President Sean Elo-Rivera. Council President Elo-Rivera has been a longtime advocate for many of the issues that plague our city and his "north star" is to boldly advocate for providing opportunity for all. Sean believes "Opportunity for All" is about tapping into our potential as a city to provide every person the chance to reach their full potential as individuals. Council President Elo-Rivera strongly fights for a local government that is accessible for all, delivers world class services for all, and upholds transparency in pursuit of responsible governance.

Position Summary

The Policy Advisor & Community Representative is responsible for upholding the goals and vision for the Council President's office. By working in both the transformative policy and community empowerment teams, the Policy Advisor & Community Representative will be uniquely positioned to provide strategic leadership on policies that have the most impact on the District 9 community. The Policy Advisor will lead on building the effort to pass policies assigned to them; support in the management of the policy team, engage and empower their assigned community through community events, casework, and partnership development.

Policy Advisor (60% of role)

- Policy Advisor
 - Oversee assigned policy portfolio, including but not limited to homelessness.
 - Point of contact for policy portfolio items.
 - Develop briefs for policy portfolio items.
- Develop policy from concept to adoption by Council
 - Work with Director of Transformative Policy, Chief of Staff, and Councilmember to select, prioritize, and vet policy ideas for Council Office to lead on.
 - Work with Director of Community Empowerment to engage and work closely with key stakeholders throughout policy development process.
 - Utilize best practices and local expertise to develop new policies, including review of proposals received by Council Office and drafting of policy language.
 - Ensure strong communication is maintained within Council Office and with stakeholders.
 - Lead on communications materials for policies, including talking points, statements, and presentations.
- Supports Transformative Policy team overall
 - Prepare Councilmember for Council or Committee hearings as needed, including but not limited to tracking Council items, reviewing and organizing briefs, and staffing Council hearings in-person.
 - Assist in policy areas outside Policy Advisor's portfolio as needed to ensure high level of policy work is maintained for the team.

Community Representative (40% of role)

- Represents two neighborhoods in District 9
- Attend community group meetings and events.
- Track and monitor neighborhood issues, trends, and priorities.
- Provide neighborhood-level insight to inform policy and/or budget priorities.
- Develop relationships with community members, stakeholders, business owners, and others active in assigned neighborhoods.

- Identify and develop community leaders and volunteers.
- Build neighborhood power that will grow and live beyond our term in office
- Staff Councilmember at events and meetings hosted in assigned neighborhoods, as well as prepare materials and details needed for staffing.
- Identify opportunities for Councilmember and/or Office to spearhead, support, and/or attend.
- Coordinate events and activities in your communities, such as neighborhood cleanups.
- Communicate regular District 9 and City updates and opportunities to constituents.
- Casework management
 - Identify, address, and/or support concerns identified by community members.
 - Log casework on an issue by engaging appropriate City staff and/or external entities and communicating regular updates to constituents.
 - Prepare and update casework management on a weekly basis to support District 9 reporting and tracking.
 - Support Councilmember in sending letters to constituents on key issues, concerns, and/or trends that they reached out on.

Salary range, \$80,000, Negotiable based on experience.

Qualifications

Required

- Minimum 4 years of experience in a policy field such as working for a non-profit or governmental agency on policy issues, organizing and advocacy, community education, and/or any other relevant public-facing role that intersects with understanding and developing public policy.
- Project management experience and ability to complete projects independently and in a timely manner.
- Highly organized with attention to detail.
- Community-oriented and community-driven.
- Lived or learned experienced working with community members historically excluded and underserved such as those that are Black, Indigenous, People of Color, Queer, Differently Abled, Low-Income, Immigrants and Refugees, and other marginalized communities.
- Flexibility to work weeknights and weekends when needed.
- Problem solver that upholds high levels of customer service.
- Absolute honesty and integrity.

Desired Skills and Experiences

- Experience in homelessness policy and/or experience in the homelessness services sector.
- Familiarity and relationships with District 9, including awareness of stakeholders and issues in the area strongly preferred.
- Strong written and verbal communication skills.
- Strong computer skills, including mastery of tools such as Microsoft Office and other technological devices and services.
- Ability and interest to be proactive, driven, and take initiative.
- Experience hosting, planning, and executing events to convene, educate, and/or support community members.

- Community organizing or campaign experience.
- Multilingual.

The City of San Diego has an active Equal Opportunity/ADA Program for employment and vigorously supports diversity in the workplace.

Benefits:

This position is eligible for participation in the City's Flexible Benefits Plan, which offers several benefit plan options or a taxable cash option; \$50,000 in City-paid life insurance; paid annual leave accruing at a rate equivalent to 22 days per year for an employee's first 15 years of service. Retirement benefits for this unclassified position depend on an employee's eligibility status (new hire, rehire, etc.). To learn more about this position's employee benefits, please review the Benefits Summary for Unclassified Employees or contact the Benefits Division of the Risk Management Department at (619) 236-5924. Some benefits currently offered to employees may be modified in the future.

Pre-Employment Requirements:

Employment offers are conditional pending the results of all screening processes applicable to the position, which may include the following: confirmation of citizenship or legal right to work in the United States; completion of a pre-employment medical review and exam (which may include drug and alcohol testing); reference checks; confirmation of full COVID-19 vaccination; and fingerprinting. Fingerprints will be submitted to the Federal Bureau of Investigation and the California Department of Justice for a conviction record report. Certain positions may require additional screening processes, which may include a polygraph examination and/or background investigation. All of these processes must be successfully completed before employment begins. A positive test for alcohol or illegal drugs, including marijuana, or inadequately explained prescription drugs, or misrepresentation, falsification, or omission of pertinent facts in any step of the screening or selection process, may be cause for disqualification or termination of employment. Nothing in this job posting constitutes or should be construed as part of an express or implied contract for employment with the City of San Diego. Candidates must notify the Personnel Department of any change in their name, mailing address, email address, or phone number, otherwise they may miss employment opportunities.

COVID-19 Vaccination Requirement:

- The City of San Diego is requiring all employees to be fully vaccinated against COVID-19 by December 1, 2021.
- Candidates must be fully vaccinated against COVID-19 by their start date in accordance with City policy. "Fully vaccinated" means a person has received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccine series or a single-dose COVID-19 vaccine. Acceptable COVID-19 vaccines must either be approved by the U.S. Food and Drug Administration (FDA) or authorized for emergency use by the FDA or the World Health Organization.
- Candidates who receive a conditional job offer will be required to provide proof of their full COVID-19 vaccination.
- Employees and candidates with a disability or medical condition that makes it medically inadvisable for them to receive a COVID-19 vaccine, as verified by their healthcare provider, or those with a sincerely held religious belief, observance, or practice that prevents them from receiving a COVID-19 vaccine, may request reasonable accommodation and exemption from the COVID-19 vaccination requirement. Candidates who receive a conditional job offer and wish to make a request for accommodation will be provided with more information. The City will review requests for medical or religious accommodation on a case-by-case basis in accordance with the Americans with Disabilities Act, Title VII of the Civil Rights

Act of 1964, and the California Fair Employment and Housing Act. A candidate's start date may be adjusted to allow for the accommodation process.

Please submit resume, references, and cover letter by Thursday, April 7th at 5:00pm via our interest form: <https://sdd9.info/job>. If you have questions, please email Maya Rosas, RosasM@saniego.gov.