



Job Title: Community Representative – Veterans and Southeastern San Diego

Summary:

This position serves as an integral part of a dynamic, team-focused organization. This position acts as a liaison between the Supervisor’s Office and constituents, county staff, community organizations, and local governments; forms effective relationships and maintains contact with community members; monitors pertinent local issues; communicates with and responds to inquiries and articulates the Supervisor’s position on matters affecting the county. The Community Representative attends community events and meetings; conducts constituent services and casework and other communities/organizations as assigned.

Essential Job Functions:

- Serves as the representative for the Supervisor by attending events and meetings on his behalf which may include public speaking or certificate presentations;
- Previous work in the veteran’s community and/or southeastern San Diego communities highly desirable;
- Attends events and meetings on behalf of and with the Supervisor. Briefs the Supervisor beforehand on important contacts and issues;
- Responds to constituents both verbally and through written communication as to the Supervisor's position on legislation or issues;
- Keeps up to date on district issues by reviewing media sources and constituent input on a daily basis, as well as through regular contact with key community leaders and regularly attending community group meetings, events, etc.;
- Performs constituent services and casework as needed;
- Reviews community requests for letters of support and recommendations and advises Director of Community Engagement as needed;
- Maintains up to date files on county-related issues of importance to the office as well as weekly and monthly metrics of community communications;
- Works a flexible schedule, including nights and weekends; and
- Performs other duties as assigned.

Skills and Knowledge Requires:

- Strong interpersonal skills;
- Reliability and strong attention to detail;
- Flexibility, initiative, good judgment, and discretion;
- Ability to communicate effectively to different audiences, including elected officials, various levels of County management and members of the public;
- Ability to work both independently and as part of a team in a fast-paced, high-pressure environment with tight time constraints;

- Energetic and motivated with interest in local activities and services and how they impact the community;
- Thoroughness and careful attention to detail;
- Experience using Microsoft and Google Office Suite;
- Strong familiarity with social media tools, including Facebook, Twitter, and Instagram;
- Proficiency of Microsoft applications and
- Bilingual communication skills are highly desirable.

Requirements:

- Equal to three (3) years of full-time, progressively responsible professional experience that demonstrates your ability at providing communications, outreach, public relations, marketing, and/or other relevant public service support.
- Equal to three (3) years of experience representing a governmental, business, or legislative policymaker in liaison activities involving a defined constituency or serving a community action organization in its liaison with governmental entities.

Salary and Benefits:

- Commensurate Upon Experience. Benefits include Medical Insurance, Dental Insurance, Vision Insurance, Flexible Spending Account; Defined Benefit Pension Plan; Transit Pass Voucher; Vacation and Sick Leave.