



### **Job Announcement**

#### **Council District 7 -- Area Representative: North Hills & Mission Hills**

Los Angeles City Councilwoman Monica Rodriguez is seeking a detail oriented and organized professional to serve as her North Hills & Mission Hills Area Representative. Area Representatives assist constituents with service requests, represent Councilwoman Rodriguez at community group meetings, coordinate operations with City departments and other governmental organizations, advise senior staff and the Councilwoman on community priorities and projects, and design and organize community events. Councilwoman Rodriguez and her team are committed to providing excellent, effective and timely service. The ideal candidate possesses a passion for making meaningful, sustainable change in Los Angeles and the Northeast Valley, and is ready to work in a high-energy, collaborative work environment.

#### **Responsibilities of the Area Representative include:**

- Responding to constituents service requests
- Meeting frequently with constituents and community groups
- Advising senior staff and the Councilwoman on community priorities and concerns
- Coordinating the Office's work with City departments and other organizations
- Organizing community events
- Identifying priority projects for the Councilwoman
- Drafting community updates for Council District 7 communications
- Developing outstanding working relationships with the community
- Other duties as assigned

#### **REQUIREMENTS:**

- The ability to write and communicate effectively, multi-task, and attend to detail
- Strong organizational, project management, and problem solving skills
- Exceptional interpersonal and public speaking skills
- Conversational Spanish

Applicants should submit resume and cover letter to [doug.tripp@lacity.org](mailto:doug.tripp@lacity.org) with “**Area Representative**” in the subject line.

*This is an exempt, at-will position. The individual appointed to this position will not accrue any civil service tenure, contractual employment rights, or due process rights. The incumbent may be removed, without any finding of cause, by the hiring authority. The City of Los Angeles is an Equal Employment Opportunity Employer. As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodations to ensure equal access to its programs, services and activities. Please call (213) 744-9300 if you need assistance.*