

DISTRICT & OFFICE ASSOCIATE

BERKELEY CITY COUNCILMEMBER SOPHIE HAHN – DISTRICT 5

SUMMARY:

Do you believe in the power of local government to improve lives and address global challenges through local solutions? Are you a motivated, organized multi-tasker with a passion for public service? The office of Berkeley City Councilmember Sophie Hahn seeks a District and Office Associate to provide outstanding constituent services and administrative support, lead special District projects and maintain an active media presence.

Councilmember Hahn is a progressive community leader focused on addressing homelessness and affordable housing, combatting climate change and environmental challenges, ensuring fiscal responsibility, public safety and good governance and supporting community and business development.

This is a full-time, salaried position requiring a high level of responsibility and discretion and the ability to track details and complete multiple tasks in a fast paced environment. Candidates should have a strong commitment to the Councilmember's legislative agenda, to meeting the needs of residents and constituents, and to positive, equitable change for Berkeley.

Note: the following description is an overview of the general nature and level of work to be performed; it is not an exhaustive list of all of the functions and tasks that may be required.

Constituent Services & Community Relations (Approx. 35%)

- Provide exceptional constituent services by connecting residents, merchants and other community members with City resources, managing neighborhood concerns and responding to and tracking constituent inquiries.
- Build positive working relationships with City staff, neighborhood and community associations, businesses, nonprofit organizations and other stakeholders.
- Organize, prepare materials for and staff Councilmember Office Hours, constituent meetings and community forums and events.
- Greet and welcome community members, colleagues, staff and constituents and offer a positive, caring and can-do attitude at all times.
- Track events in the community and represent or accompany the Councilmember at meetings and social functions.

Councilmember and Office Support (Approx. 25%)

- Organize the Councilmember's calendars including arranging and confirming meetings and helping prioritize competing demands.
- Review incoming emails, phone calls and other correspondence, respond to inquiries and prioritize contacts and correspondence for the Councilmember.
- Draft correspondence and prepare agendas and supporting documents for meetings.

- Take notes or gather and organize the Councilmember's notes; determine/assign follow-up and track completion of tasks.
- Keep the Councilmember and Office "on schedule" by creating systems and providing frequent reminders.
- Set up rooms and events including AV equipment, food and beverage, organization and cleanliness.
- Maintain organized and up to date contacts, databases, records and files, including email and paper archives and Customer Relationship Management (CRM) software.
- Order office supplies, track office budget and process administrative paperwork.
- Assist in maintaining cleanliness and organization off Council office and common areas.

District and Legislative Projects (20%)

- Manage and implement mid- and long-term projects to address legislative and community concerns including improvement of public safety and transit, environmental sustainability, community building and equity.
- Help develop and execute community consultation plans for key legislation and initiatives, to ensure input from diverse individuals, organizations and constituencies.

Press Relations/Communications/Social Media (10%)

- Help draft press releases, newsletters and other community outreach materials
- Maintain press lists and contacts
- Take photos and maintain social media accounts

Additional Responsibilities (10%)

- Help formulate, realize and track progress of Councilmember's legislative agenda
- Track legislation and other developments relevant to the District and the City of Berkeley.
- Manage volunteers and interns.
- Step-up as needed to support the Councilmember, colleagues and office, and to help forward the Councilmember's community and legislative agenda.

Work generally takes place in a shared office with natural light and good ventilation, with a variety of noise levels. Field work is also required to visit with constituents and businesses, attend outside meetings and events and perform errands such as purchasing meals and supplies. Work assignments are diverse and may cause occasional stress in meeting deadlines. The physical requirements are for employees to talk, hear, bend/stoop, sit, stand and/or walk for eight or more hours at a time, and to lift/carry/push or pull up to 10 pounds with or without assistance. Occasional evening and weekend hours are required.

QUALIFICATIONS:

Outstanding attention to (and memory/systems for) detail and strong organizational and project tracking skills are required as well as professional behavior and presentation, discretion, and the ability to interact with the public and with City Staff with patience and courtesy. Ideal candidates

will also have a strong work ethic, excellent written and verbal skills and experience with community service or organizing.

Required

- A Bachelor's degree; or an Associate's degree or high school diploma with at least 2 years' work experience
- Relevant work experience and/or the demonstrated ability to take on all required tasks
- Personal qualities of integrity, credibility, confidence, patience and compassion
- Excellent interpersonal skills and ability to work constructively with diverse viewpoints and constituencies
- Ability to function in a fast paced environment, to be flexible in the face of unexpected events/demands and to manage multiple tasks, personalities and deadlines.
- Experience with database management, web and social media, communications, and/or graphic design.
- Knowledge of computer/web applications such as word processing, spreadsheets and publishing programs including Word, Outlook, Excel, Power Point, Publisher, Constant Contact, Survey Monkey and/or similar programs and Apps.
- Ability to use office equipment including multi-line phones, scanners, printers, copiers, Audio-visual equipment and similar.

Preferred

- Knowledgeable about Berkeley and District 5 including issues, people, organizations, politics and places.
- Experience working in or with local government or community advocacy and organizing.
- Knowledge of office policies, practices, and procedures.

PLEASE SUBMIT THE FOLLOWING:

- Resume, cover letter, writing sample and contacts for two references.
- Please describe your workstyle and the techniques you use to manage your responsibilities, and why you think you'd be a great fit.

Position is available immediately. Salary ranges from \$38,000 to \$45,000, depending on experience. Employment with the City of Berkeley also includes an excellent benefits package with medical, dental, life insurance, YMCA Gym membership, 12 days paid sick leave and two weeks' paid vacation. Cash in lieu of some benefits is possible if desired.