

**EAST VALLEY AREA REPRESENTATIVE**  
**Office of Public Engagement**  
**Mayor's Office of Legislative & External Affairs**  
**Job Description**

Position Summary

The East Valley Area Representative ("East Valley Area Rep.") represents the Mayor in LA's East Valley communities by:

- building relationships with and connecting to City services area stakeholders (including community leaders, businesses and business organizations, tenant associations, neighborhood councils, youth and senior organizations, faith organizations, healthcare and service providers, community organizations and other stakeholders);
- building relationships and fostering collaboration with the field teams of the Council Member and other elected officials who represent LA's East Valley communities;
- informing and engaging with, and organizing stakeholders in these communities around Mayor Garcetti's agenda;
- crafting strategies and recommendations for addressing issues within the East Valley area.
- holding regular monthly meetings and trainings for area youth and community leaders to train and engage them in changing their communities;
- staffing the Mayor at area events;
- writing thorough briefing papers; and
- organizing Neighborhood Walks, where the Mayor visits a community and connects with constituents there.

The East Valley Area Rep. is a member of a Public Engagement team of eight Area Representatives (who together represent the Mayor throughout the City of Los Angeles) and three Constituent Services Team members (who handle the concerns of individual constituents). In addition to their responsibilities to their particular geographic areas, each Area Rep. is also responsible for facilitating the collaboration between the Public Engagement team and another team within the Mayor's Office, a City Department or other government entity, and/or a Citywide constituency.

This position requires work hours beyond the normal 8-hour work day and includes work on weekends and holidays and the performance of tasks outside of his or her primary work assignments as necessary.

Qualifications

- Minimum two (2) years of experience working directly with the community at large.
- Intimate knowledge of the East Valley areas of Los Angeles.
- Demonstrated ability to build strong relationships with diverse stakeholders.
- Strong written, communication, analytical and organization skills.

- Ability to work efficiently and effectively as a member of a team, to meet strict deadlines, balance multiple projects simultaneously and work under pressure.
- Ability to solve problems creatively.
- Ability to navigate political sensitivities within communities, City government, and the different governmental entities with jurisdiction over the East Valley areas of Los Angeles.
- Attention to detail and accuracy.
- Positive attitude, commitment to excellence, upbeat demeanor and flexibility.
- Good computer skills, including experience with Microsoft Word, Excel, and PowerPoint.
- Experience representing an elected official and/or community organizing are a plus.
- Bilingual Skills are a plus.

**To apply**

All interested individual should email a cover letter and resume to [Lisa.Payne@lacity.org](mailto:Lisa.Payne@lacity.org). **No phone calls please.**

The position is full-time with an excellent benefit package.

**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 Office of Mayor Garcetti is an Equal Opportunity Employer.