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## **JOB OPENING – OFFICE OF OAKLAND CITY COUNCILMEMBER DAN KALB**

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District 1 Oakland City Councilmember Dan Kalb is seeking to fill the Community Liaison position in his office with someone who has demonstrated a strong public interest orientation. The Councilmember represents North Oakland neighborhoods and runs a very active, effective and fast-paced office with a team of three staff members.

### **COMMUNITY LIAISON**

**Responsibilities** include, but are not limited to:

- respond to and troubleshoot constituent email and phone inquiries, concerns, and requests;
- research, develop, draft, and advocate for local legislation;
- communicate and work alongside staff in other City departments to resolve constituent concerns, and in order to develop legislation;
- attend City Council meetings and prepare the Councilmember’s meeting materials;
- recruitment of interns and direct supervision or delegation of supervision of interns;
- staff Councilmember on one or more Council committees;
- coordinate and assist with community relations, outreach, media relations and communications;
- assist with writing newsletter articles, and maintain Councilmember website;
- organize and manage District One specific events (including some on evenings and weekends);
- attend various monthly community meetings and represent the Councilmember in selected North Oakland neighborhoods (sometimes on evenings and weekends);
- fulfill other office administration and outreach responsibilities as assigned.

**Qualifications/Skills** include: Excellent writing and people skills, fast learning ability, meticulous attention to detail, and work schedule flexibility are musts. Experience with government-related customer service, legislation, government budgets, community relations, advocacy and communications, event organizing, as well as ability to stay well-organized and composed, juggle multiple responsibilities and get things done in a fast paced and ever-changing environment are essential. Candidates should have a passion for helping people and improving Oakland communities. Bachelor’s Degree is required. Preference for Oakland resident.

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Thank you for your interest in working for Oakland Councilmember Dan Kalb. In this job, emergencies and unpredictable tasks can emerge at almost any time, therefore priorities can shift and work assignments and tasks can change. People holding Council Community Liaison positions are expected to be self-motivated and have a can-do, positive, and responsive attitude along with a strong work ethic.

**Councilmember Kalb always seeks an office whose staff reflect the diversity of Oakland.** Applications accepted until filled. The position is full-time (includes some evening and occasional weekend hours), salaried with excellent benefits. Please send your up-to-date resumé, letter of interest, and a brief writing sample to Keara O’ Doherty, Chief of Staff, [kodoherty@oaklandca.gov](mailto:kodoherty@oaklandca.gov) with ‘Community Liaison Position’ in the subject line. *No calls please.*

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