

DAVID RYU

L.A. CITY COUNCILMEMBER



Job Opening: *Council District 4 – Communications Deputy*

Council District 4: District 4 of the City of Los Angeles covers diverse communities ranging from Sherman Oaks in the San Fernando Valley across the Hollywood Hills to Griffith Park and the surrounding communities and stretching down to Miracle Mile and Hancock Park.

The Job: The Council Office is looking for a Communications Deputy to assist the Director of Communications with the implementation of an overall communications strategy that includes traditional press, digital media, social media and other communication tools to share information about the Councilmember’s legislative priorities and neighborhood initiatives. The job provides top undergraduate and graduate students the opportunity to learn the day-to-day functions of communications and media relations while working on the pressing issues facing the City of Los Angeles.

The Role: Responsibilities for the position include, but are not limited to:

- Create literature and other forms of communication to share the Councilmember’s neighborhood and legislative initiatives to the public
- Manage social media and contribute to creating online content
- Draft the Council Office’s written materials including: press releases, talking points, newsletters, speeches and media advisories
- Copyedit, proofread, and revise written communications
- Coordinate special events, townhalls and media availabilities
- Collaborate with City Departments on special projects and press worthy initiatives
- Staff the Councilmember at various community events
- Other duties as assigned

The Candidate: The ideal candidate possesses a passion for making meaningful, sustainable change in Los Angeles and is ready to work in a high-energy, openly collaborative work environment. Profiles for a successful candidate would likely have work experience in communications, business, non-profit, media, or legal fields OR education experience in public policy, communications, business, public administration, economics, or law.

To Apply: Please send a resume and writing sample to Estevan Montemayor, Director of Communications at Estevan.Montemayor@lacity.org