

== THE OFFICE *of* MAYOR ==

# Matt Mahan

**WE ARE HIRING FOR MULTIPLE POSITIONS**

1. Council Assistant FT (Housing & Homelessness)

**Responsibilities for the position may include, but are not limited to the following:**

- Leads initiatives within an assigned policy portfolio. Drives policy priorities through government and legislative process. Research best practices on assigned policy portfolio.
- Gathers background information relative to issues pending before the City Council.
- Drafts routine to complex correspondence, memoranda, and reports.
- Prepares or assists in preparation of speeches and talking points for the Mayor.
- Develops and maintains positive working relationships with council offices, city staff, community organizations, residents, business community, non-profit organizations, and government agencies as they are key partners on policy and as a representative of the Mayor's Office.
- Coordinates arrangements for meetings, programs, or other civic functions on behalf of the Mayor.
- Coordinates projects city-wide with City administration.
- Attends meetings and community events with the Mayor, requires availability on evenings and weekends.
- Analyzes a wide variety of materials on assigned projects, programs, and topics.
- Responds to constituent inquiries and issues, resolves complaints, and interprets operating policies for residents of the community and other interested parties.
- Attends and represents the Mayor at City-related meetings and activities, meeting with governmental agencies, private industry, and related meetings.
- Conducts public meetings and events on behalf of the Mayor and/or prepare summaries of public and private meetings, reports, memoranda, and other documents for review by the Mayor.
- Provides support in community engagement efforts with neighborhood, district or city-wide business or community groups or associations and other interested parties regarding community concerns, issues, and priorities.
- Performs other duties of a similar nature or level as required.

**Learn more and apply [here](#)**

## **2. Council Assistant FT**

**Responsibilities for the position may include, but are not limited to the following:**

- Leads initiatives within an assigned policy portfolio. Drives policy priorities through government and legislative process. Research best practices on assigned policy portfolio.
- Gathers background information relative to issues pending before the City Council.
- Prepares or assists in preparation of speeches and talking points for the Mayor.
- Develops and maintains positive working relationships with council offices, city staff, community organizations, residents, business community, non-profit organizations, and government agencies as they are key partners on policy and as a representative of the Mayor's Office.
- Coordinates arrangements for meetings, programs, or other civic functions on behalf of the Mayor.
- Attends meetings and community events with the Mayor, requires availability on evenings and weekends.
- Analyzes a wide variety of materials on assigned projects, programs, and topics.
- Responds to constituent inquiries and issues, resolves complaints, and interprets operating policies for residents of the community and other interested parties.
- Attends and represents the Mayor at City-related meetings and activities, meeting with governmental agencies, private industry, and related meetings.
- Performs other duties of a similar nature or level as required.

**Learn more and apply [here](#)**

## **3. Council Policy & Legislative Director (Housing & Homelessness)**

**Responsibilities for the position may include, but are not limited to the following:**

- Leads initiatives within an assigned policy portfolio, with a focus on policies related to affordable housing, homelessness, and neighborhood quality of life. Drives policy priorities through government and legislative process. Research best practices on assigned policy portfolio.
- Gathers background information relative to issues pending before the City Council, most notably on affordable housing development, homelessness, and matters pertaining to neighborhood quality of life.
- Drafts routine to complex correspondence, memoranda, and reports which articulate the Mayor's housing policy initiatives.
- Prepares or assists in preparation of speeches and talking points for the Mayor.

- Develops and maintains positive working relationships with council offices, city staff, community organizations, residents, business community, non-profit organizations, and government agencies as they are key partners on policy and as a representative of the Mayor's Office.
- Coordinates arrangements for meetings, programs, or other civic functions on behalf of the Mayor.
- Coordinates projects city-wide with City administration.
- Attends meetings and community events with the Mayor, requires availability on evenings and weekends.
- Analyzes a wide variety of materials on assigned projects, programs, and topics.
- Responds to constituent inquiries and issues, resolves complaints, and interprets operating policies for residents of the community and other interested parties.
- Attends and represents the Mayor at City-related meetings and activities, meeting with governmental agencies, private industry, and related meetings.
- Supports committee and commission meetings, including, but not limited to the following:
  - Neighborhood Services & Education Committee
  - Community and Economic Development Committee
  - Housing and Community Development Commission
  - Planning Commission
- Conducts public meetings and events on behalf of the Mayor and/or prepare summaries of public and private meetings, reports, memoranda, and other documents for review by the Mayor.
- Provides support in community engagement efforts with neighborhood, district or city-wide business or community groups or associations and other interested parties regarding community concerns, issues, and priorities.
- Performs other duties of a similar nature or level as required.

**Learn more and apply [here](#)**

#### **4. Council Policy & Legislative Director**

**Responsibilities for the position may include, but are not limited to the following:**

- Leads initiatives within an assigned policy portfolio. Drives policy priorities through government and legislative process. Research best practices on assigned policy portfolio.
- Gathers background information relative to issues pending before the City Council.
- Drafts routine to complex correspondence, memoranda, and reports.
- Prepares or assists in preparation of speeches and talking points for the Mayor.
- Develops and maintains positive working relationships with council offices, city staff, community organizations, residents, business community, non-profit organizations, and

government agencies as they are key partners on policy and as a representative of the Mayor's Office.

- Coordinates arrangements for meetings, programs, or other civic functions on behalf of the Mayor.
- Coordinates projects city-wide with City administration.
- Attends meetings and community events with the Mayor, requires availability on evenings and weekends.
- Analyzes a wide variety of materials on assigned projects, programs, and topics.
- Responds to constituent inquiries and issues, resolves complaints, and interprets operating policies for residents of the community and other interested parties.
- Attends and represents the Mayor at City-related meetings and activities, meeting with governmental agencies, private industry, and related meetings.
- Conducts public meetings and events on behalf of the Mayor and/or prepare summaries of public and private meetings, reports, memoranda, and other documents for review by the Mayor.
- Provides support in community engagement efforts with neighborhood, district or city-wide business or community groups or associations and other interested parties regarding community concerns, issues, and priorities.
- Performs other duties of a similar nature or level as required.

**Learn more and apply [here](#)**

## **5. Media Relations and Communications Specialist/Manager**

**Responsibilities for this position may include, but are not limited to the following:**

- Writing and editing press releases, media advisories, speeches, opinion pieces, mayoral correspondence, news and feature articles and a wide variety of other communications materials.
- Assisting with scheduling and drafting content for a multi-faceted social media strategy to effectively engage the community and constituents with the Mayor's policies, positions, and goals.
- Conduct a range of media outreach strategies, including placing stories in media outlets; coordinating operations, such as scheduling, for media requests and interview preparation; pitching media, and managing media lists.
- Conduct research and prepare information for media interviews, media memos, strategy sessions, and to advise on policy decisions.
- Proactively review media sources and outlets, scroll through news sites and social media to stay current on local, regional, and national topics that affect San José and the Mayor's policies.
- Analyzing earned and owned media metrics as well as larger external trends.

- Day-to-day administration of the office's communication tools and schedule.

**Learn more and apply [here](#)**