



FIRST DISTRICT | CITY OF LONG BEACH

Office: Councilwoman Mary Zendejas, District 1

Classification: District Representative

Posted: September 14, 2021

Councilwoman Mary Zendejas seeks a District Representative for her office located in City Hall at 411 W. Ocean Blvd.

The District Representative will be primarily responsible for answering incoming phone calls and, when applicable, entering residents' information into a database using preconfigured templates. Fluency in Spanish is a requirement. Additional responsibilities will be reading and summarizing news stories of importance to Long Beach and its First District as well as light clerical work which includes but is not limited to: event planning, typing, printing, filing, and note-taking.

The ideal candidate will work great as part of a team with great oral and written communications skills and a willingness to ask for direction as well as follow those directions with a focus on customer service and accuracy. The ideal candidate will also have a sense of community and a desire to volunteer time outside of work hours to help with community events and opportunities. This is a political position so a sense of humor is a plus!

Requirements:

- Bachelor's degree
- Fluency in Spanish

Job details:

- Full-time, 40 hours a week
- Up to \$25 per hour based on experience
- In-office work is required

Contact Chief of Staff, Ray Morquecho at ray.morquecho@longbeach.gov with a cover letter and resume.