

Public Outreach Intern

Job Description

The City of San José Office of Economic Development is looking for a Public Outreach intern to work with the Diridon Program Manager. The Diridon Program Manager is responsible for leading community engagement efforts for a variety of projects affecting the Diridon Station Area (west side of Downtown), including:

- Google's Mixed-use Development Project
- Amendments to the City's Diridon Station Area Plan (adopted in 2014)
- Area-wide studies on Affordable Housing, Parking, and Infrastructure Financing
- Coordination with separate but related processes, such as the Diridon Integrated Station Concept Plan and Downtown Transportation Plan

Through this internship, you will assist with communications and outreach tasks, grow your administrative and program management skills, and contribute your own unique perspective and ideas to the development and implementation of community engagement strategies. This internship will expose you to local government and major projects affecting San José. For more information on the past and upcoming community engagement processes related to the Diridon Station Area, please visit www.diridonsj.org.

Roles and Responsibilities

- Communications and Outreach Support
 - Manage email and contact lists
 - Develop social media, website content, and online feedback tools
 - Post and hand out flyers for engagement activities such as Community Meetings
 - Assist with community meeting planning and logistics
 - Staff informational booths at community events and venues, including set-up and clean-up, to increase awareness of the Diridon Station Area projects
 - Work with community groups to support participation in the community engagement process
- Strategy and Coordination Support
 - Review feedback received through engagement activities and online methods
 - Recommend engagement methods, communications, and strategies
 - Attend meetings with communications and project team staff
 - Assist with documenting the engagement process and tracking against process objectives (report writing and data analysis)
- Special projects, depending on needs and interests

Qualifications

- Junior- or Senior-level undergraduate or graduate-level student with academic concentration in Communications, Public Relations, Government Administration, Political Science, Urban Studies, Sociology, or any related field
- Comfortable with public interaction
- Skilled in communications (verbal, written, and graphic), creative thinking, and problem-solving
- Both independent and team-oriented
- Ability to speak a second language is desirable, but not required

Compensation and Expectations

This is a paid internship, offering \$15.75 per hour. The intern would be expected to average 12-15 hours a week starting November 1, 2019 (or as soon as possible) through July 31, 2020, with a possibility of extension. The position is based in City Hall, although some of the hours may be completed in the field. The supervisor, Lori Severino, will provide ongoing guidance, support, and feedback.

How to Apply

Please send your Resume and a Cover Letter to Lori Severino at lori.severino@sanjsoeca.gov by October 21, 2019 at 11:59 PM.