COUNTY OF SAN DIEGO
CAREER OPPORTUNITY

MANAGEMENT FELLOW
COMMUNITY ENGAGEMENT & LANGUAGE SERVICES
COUNTY COMMUNICATIONS OFFICE

Annual Salary: $ 61,755.20
Excellent Benefits Package
THE POSITION

The Management Fellow position provides a unique, immersive, and rewarding opportunity to work in County government. With community engagement at the center of the County's operations, this Management Fellow for CCO will work directly to embed community engagement in the County culture through research, resource development, and direct collaboration with County departments. Under the direction of CCO program managers, the Fellow will be assigned to various community engagement and language services projects and contribute to the implementation of County programs and policy.

The position will be responsible for the following:

- Lead efforts to expand internal and external knowledge and use of the County’s community engagement and language services and resources
- Support the Community Engagement Assessment project and development of the County’s Community Engagement Strategy
- Support the Community-Based Organization Contracting Research and Pilot Program development project
- Assist research of language, accessibility, and engagement best practices including identifying additional resources and tools ranging from online meeting platforms, language services tools, engagement tools, and frameworks
- Assist with developing communications related to best practices, including toolkit items (tip sheets, resource lists, presentations, etc.) and training content
- Assist with report development, data gathering, and analysis of language services feedback reports, records of public engagement, and public feedback summaries
- Support the daily management of the County's digital engagement platforms– Engage San Diego County and Engagement Center
- Develop and review written communications to ensure the use of plain language, consistency with County messaging and protocols, and considerations for language and cultural values
MINIMUM REQUIREMENTS:
Applicant must possess a master's degree, or currently enrolled in a master's degree program at an accredited college or university with an anticipated completion date at the end of the current academic year.

A master’s degree from an accredited U.S. College or university, or certified foreign studies equivalency is required at time of appointment.

Notes:
• Master's degree must be completed by December 31, 2023.
• Applicants with a degree in progress must submit a transcript.
• Applicants with a completed degree should submit a copy of their degree or final transcript.

IDEAL CANDIDATE:
The ideal candidate will have the following knowledge, skills, and abilities:

• Passion for making connections between government and the community through quality communications and engagement efforts
• Values diverse perspectives and ideas
• Committed to reducing barriers to engagement and increasing the accessibility of community engagement processes
• Work and/or course experience in community engagement, communications, public relations, conflict resolution, mediation, community planning, social justice, policy or other closely aligned area of work/study
• Experience with qualitative analysis, specifically the review public input to develop findings and recommendations
• Highly organized with the ability to develop and implement workflow processes
• Microsoft Office proficiency
• Bilingual language skills in one of the County’s eight threshold languages preferred
• Excellent oral and written communication skills

COUNTY OF SAN DIEGO
MANAGEMENT FELLOW – COMMUNITY ENGAGEMENT & LANGUAGE SERVICES
APPLICATION PROCESS AND RECRUITMENT SCHEDULE
1. Complete the online application at www.sandiegocounty.gov/hr.
2. Select the current job postings link.
3. Attach your résumé and cover letter at the Attachments step of the application.
4. Attach a copy of master’s degree transcripts, completion letter* or diploma.
*Note: Final transcripts or a copy of your diplomas must be provided at time of hire.

The deadline to apply is January 15, 2024. Applicants are encouraged to apply as soon as possible.

SPECIAL NOTES

The Department of Human Resources removes personally identifiable information from all recruitments. This practice, called Blind Applicant Screening, hides a candidate’s personal information that could influence or bias a hiring decision. Personal information includes name, phone number, address, gender, age and race. This process helps contribute to a fair and equitable selection process leading to a more diverse and inclusive workforce.

The most highly qualified candidates, based on the evaluation results, will be referred for an interview. Be sure to include your experience in meeting the minimum requirements in both the Work Experience section and the Supplemental Questionnaire section of the Application. Resumes will not be accepted in lieu of the application Work History and/or supplemental questionnaire.

CONTACT INFORMATION

You may direct any questions to Bryan Faircloth, Executive Recruiter, Department of Human Resources at Bryan.Faircloth@sdcounty.ca.gov.

The County of San Diego and its employees embrace the vision of: a just, sustainable, and resilient future for all. Our values include: integrity, equity, access, belonging, excellence, and sustainability. Each of which are infused throughout our operations. While also embracing a mission of strengthening our communities with innovative, inclusive, and data driven services through a skilled and supported workforce. Click here for more information on our Strategic Plan (sandiegocounty.gov) as well as our commitment to serve everyone, to build a Framework for the Future that will create a County that works for all.

The County of San Diego is committed to valuing diversity and practicing inclusion because our diverse workforce is our greatest asset, and our customers are our number one priority.