



Management Fellow



Department of Parks and Recreation - AED Voucher Program Administration and Outreach



Land Use and Environment Executive Office – Arts and Culture Program Administration and Outreach

Salary: \$67,329.60 Annual Salary (Fellowship is one year)



The Fellowship

The County of San Diego's Land Use & Environment Group (LUEG) is seeking applications from highly motivated and forward-thinking individuals for our 12-month Management Fellowship program. Fellows will gain real-world experience in public policy, business operations and administration, project management, and community engagement. Throughout the program, Fellows collaborate across County departments and external organizations, gaining exposure to career paths within the County of San Diego. The selected candidates may be assigned a hybrid schedule consisting of teleworking or working remotely.

Current openings are with the Department of Parks & Recreation, and the LUEG Executive Office. Candidates on this recruitment may be selected to fill positions in other departments within LUEG.

Department of Parks & Recreation – AED Voucher Program Administration and Outreach Option

The Parks & Recreation department is seeking individuals interested in supporting the community to serve as Management Fellow – Parks & Recreation – AED Voucher Program Administration and Outreach. This Fellowship is ideal for those who want to make a meaningful impact by increasing access to lifesaving equipment, expanding community safety awareness, and strengthening countywide emergency preparedness. Fellows will help broaden access to Automated External Defibrillators (AEDs) for youth sports organizations and recreational facilities across San Diego County.

Duties include:

- Administering application and eligibility reviews, verifying eligibility, and coordinating the Board-approved AED voucher distribution program.
- Process invoices, maintain documentation, and track program expenditures, participation, and voucher issuance.
- Serves as the primary contact for youth sports organizations, community groups, municipal agencies, vendors, and County departments regarding program requirements, timelines, and available resources.
- Develops and distributes educational and outreach materials to increase awareness of AED accessibility, training opportunities, and compliance requirements.
- Coordinates AED and CPR training opportunities through community partners and assists with implementation of public awareness campaigns.
- Supports AED installation at County recreational facilities by coordinating with contractors and staff, and maintains records and databases related to equipment, applications, training, and program outcomes.
- Prepares reports, correspondence, presentations, and updates for management and the Board of Supervisors on program implementation, expenditures, and performance measures.

The Fellowship

Land Use & Environment Group Executive Office – Arts and Culture Option

The Land Use & Environment Group (LUEG) Executive Office is seeking individuals with a passion for arts, culture, and community impact to serve as Management Fellow – Arts and Culture. County of San Diego is advancing, connecting, and amplifying the region's people, places, and industries that drive creativity, investing in artists, creative spaces, and cultural exchange to strengthen the creative sector's essential contributions to civic innovation, community life, the economy, and the workforce, and to ensure creativity thrives across the county. To advance this work, the County is launching a new arts and culture initiative that elevate and support artists and cultural practitioners.

This Fellow role provides administrative, program, and communications support for this creative sector work, ensuring smooth operations, broad public engagement, and effective delivery of services to applicants, awardees, stakeholders, and community partners.

Tasks may include:

- Provide general administrative support, including scheduling, document preparation, correspondence, and coordination for arts programs.
- Assist with processing applications and supporting applicants and participants through application and reporting requirements.
- Support logistics Arts and Culture Commission public meetings, including Brown Act compliance, agenda posting, quorum monitoring, tracking terms and training, and minute-taking.
- Facilitate meeting technology and IT components required for in-person, hybrid or virtual meetings.
- Prepare reports, presentations, correspondence, and updates on program implementation, expenditures, performance measures, and community impact, when assigned.
- Create written, visual, and oral communication and outreach materials to support public engagement, reporting, information sharing, and program education.
- Assist in developing targeted messaging needs and distributing content across social media, staff reports, web postings, newsletters, presentations, meeting minutes, press packets, manuals, and signage.
- Assist with engagement of community partners, businesses, organizations, and stakeholders to strengthen outcomes and ensure inclusive public participation.
- Collect, organize, and maintain data related to program participation, application volume, awards, expenditures, and performance measures.
- Bilingual fluency in English/Spanish is highly desirable

To support government transparency and community trust, Fellows may interact with diverse cultural organizations and local partners who influence arts and culture outcomes throughout the region.

LUEG Executive Office

The County of San Diego's Land Use and Environment Group (LUEG) is composed of six departments and the Office of Sustainability and Environmental Justice, and their combined work protects natural and agricultural resources, promotes safe and sustainable development, maintains essential infrastructure, and provides outdoor spaces at our Parks and community hubs at our Libraries, with community at the heart.

[Read more about the Land Use & Environment Group](#)



Parks & Recreation

Accessible high-quality parks and diverse recreational opportunities improve the lives of residents and visitors in San Diego County. The Department of Parks and Recreation (DPR) builds better health for individuals and families, enhances safety in communities, and preserves the environment so that people can enjoy clean air, clean water, rich bio-diversity, and access to open space. The County continues to expand its award-winning park system, which features 158 facilities including local and regional parks, camping parks, historic park sites, fishing lakes, ecological preserves and botanic gardens. DPR operates and manages more than 58,000 acres of parkland and more than 380 miles of multi-use trails for pedestrians, equestrians and bicyclist that foster an appreciation of nature and history.

Park facilities are open year-round/seven days a week. DPR is the first county parks department in California to receive accreditation from the National Recreation and Park Association for achieving high standards of operational excellence.

For more information, please visit the [Department of Parks and Recreation website](#).



The Ideal candidate will have strong written and oral communication skills, creativity, project management experience, and the ability to balance multiple priorities across finance, administration, and program operations.

Minimum Qualifications

1. Candidate must be 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, OR
2. A master's degree from an accredited U.S. college or university, or certified foreign studies equivalency.

NOTE: Master's degree is required at time of appointment.

- Master's degree must be completed by the end of the current academic semester or no later than December 31, 2026
- Applicants with a degree in progress must submit a transcript
- Applicants with a completed degree must submit a copy of their degree or final transcript

How to Apply

Application Process And Recruitment Schedule

1. Complete the online application at www.sandiegocounty.gov/hr
Select the current job postings link, Job Number **26039807U**
2. Attach a copy of master's degree transcripts, completion letter* or diploma.
***Note:** Final transcripts or a copy of your diploma must be provided at time of hire.

Key Dates:

- Interviews: Week of August 31, 2026
- Expected Start Date: October 2026



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 regarding the application and selection process to Jeremy Guerrero, Sr. Human Resources Analyst, at Jeremy.Guerrero@sdcounty.ca.gov.

Questions regarding the position or department should be directed to Lydia Lopez, Human Resources Services Manager, at Lydia.Lopez@sdcounty.ca.gov.

