



**Esmeralda Z. Soria  
Councilmember, District One  
Council Assistant Application**

**COUNCIL ASSISTANT**

A Council Assistant provides staff support for the Councilmember in her duties of providing constituent services and making our city a safe and strong community for everyone.

Council Assistants provide critical constituency services to District One residents. Assistants will also provide social media and communications support to the Councilmember. Job duties include organizing citizen participation, activities while collecting, and compiling data, conducting surveys, and prepares reports on assigned activities.

Council Assistants will work with city departments and other outside agencies to secure services for the 72,000 District One residents. A Council Assistant should possess strong writing and communication skills necessary for drafting speeches, press releases, legislation, etc. Council Assistants will manage multiple projects in a fast-paced office.

**REQUIREMENTS FOR COUNCIL ASSISTANT**

1. Previous office experience is required. Preferably in government services.
2. Possession of a valid California Driver's License may be required at time of appointment.
3. Must submit a personal letter expressing their interest in becoming a Council Assistant.
4. Applicant must submit a resume with the application.
5. Applicant must provide 1 professional and 1 personal reference.
6. Applicant must submit all requested documents via email below to Chief of Staff, Terry Cox.

**HOW TO APPLY:**

Return the following items --

Email: [Terry.Cox@fresno.gov](mailto:Terry.Cox@fresno.gov)

For questions, please feel free to contact my Chief of Staff at 559-621-7810.



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| <b>Applicant Information</b> |            |          |
|------------------------------|------------|----------|
| Last Name                    | First Name | Date     |
| Street Address               |            | Apt/Unit |
| City                         | State      | Zip      |
| Phone                        | Cell Phone |          |
| Email address                |            |          |

| <b>Areas of Proficiency</b>                    |                                |   |                                    |
|--|--------------------------------|---|------------------------------------|
| <input type="checkbox"/> Customer Service      | <input type="checkbox"/> Word  | <input type="checkbox"/> Powerpoint                   | <input type="checkbox"/> Publisher |
| <input type="checkbox"/> Strong Writing Skills | <input type="checkbox"/> Excel | <input type="checkbox"/> Virtual Meetings             | <input type="checkbox"/> Outlook   |
| <input type="checkbox"/> Social Media          | <input type="checkbox"/> Canva | <input type="checkbox"/> Other, please explain: _____ |                                    |

| <b>Personal Information</b>   |
|---|
| Why are you interested in serving as a Council Assistant in our office? |
| What specific experience would you like to gain through this position?  |
| Describe your long-term career goals:                                   |



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| <b>Professional References</b> |  |
|--------------------------------|--|
| Name                           | Relationship and contact info (e-mail and/or phone number) |
|                                |  |
|                                |  |
|                                |  |

| <b>Disclaimer and Signature</b>  |       |
|--|-------|
| I certify that my answers are true and complete to the best of my knowledge. If this application leads to a position in the District 1 office, I understand that false or misleading information in my application may result in my release. |       |
| Signature:   | Date: |