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 District 1.

HOW TO APPLY:
Return the following items --
   Email: District1@fresno.gov

For questions, please feel free to contact District 1 at 559-621-7817.
Esmeralda Z. Soria  
Councilmember, District One  
Council Assistant Application

**Applicant Information**

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<th>Last Name</th>
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Email address:

**Areas of Proficiency**

- [ ] Customer Service
- [ ] Word
- [ ] Powerpoint
- [ ] Publisher
- [ ] Strong Writing Skills
- [ ] Excel
- [ ] Virtual Meetings
- [ ] Outlook
- [ ] Social Media
- [ ] Canva
- [ ] Other, please explain: ____________________________

**Personal Information**

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:
**Professional References**

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**Disclaimer and Signature**

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.

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