

JOB ANNOUNCEMENT: Board of Education Field Representative

Title: Field Representative
Board of Education Member, District 3
Los Angeles Unified School District

Board of Education Member, Scott Schmerelson, is seeking applicants for a full time, entry-level professional position as a Field Representative for LAUSD, Board District 3. District 3 is located in the Northwest San Fernando Valley and includes the communities of Canoga Park, Chatsworth, Encino, Granada Hills, Lake Balboa, Mission Hills, North Hills, North Hollywood, Northridge, Porter Ranch, Reseda, Sherman Oaks, Studio City, Valley Village, Van Nuys, Woodland Hills, West Hills, and Winnetka.

Key Responsibilities

- Represent Board Member, Scott Schmerelson, at school and community events, meetings and functions.
- Accompany and staff Board Member at school site and community meetings, events and functions.
- Develop and execute outreach strategies to education community stakeholders in District 3.
- Establish and nurture cooperative relationships with District 3 parent organizations, student groups, teachers and administrators as well as with community leaders, elected officials and community organizations.
- Provide written briefings, reports, and talking points regarding local events and issues for Board Member.
- Develop knowledge and understanding of LAUSD policies, procedures, process and current affairs.
- Communicate, document and help resolve constituent concerns and complaints.
- Initiate and plan district projects, events and functions that provide information and services to constituents.
- Contribute content for social media, newsletter and website articles.
- Create and maintain relevant constituent and resources contact lists and databases.
- Help identify recipients for community recognition and awards.

Abilities, Skills and Qualifications

- Bachelor's Degree, BA in progress or commensurate experience.
- Strong commitment to quality public education and belief in the equal worth and dignity of all students.
- Understanding of and dedication to progressive, grassroots public service.
- Ability to work independently and as a team member.
- Excellent interpersonal skills as demonstrated by the ability to relate to and cultivate respectful relationships with people from diverse backgrounds.
- Effective oral, writing and listening skills.
- Bilingual/bi-literate a plus.
- Familiarity with urban public education issues and school district administration, as well as local, state and federal governance.
- Detail-oriented, ability to multi-task and work effectively under pressure.
- Proficiency with Microsoft Office including Word, Excel, Power Point and Outlook.
- Working knowledge of Google Docs/Sheets/Forms, Trello, Canva
- Social Media and Internet savvy
- Photography skill is a plus.
- Ability to work nights and weekends as community events and workload dictate.
- California driver's license, valid liability insurance and reliable car required.

In order to be considered for this position, qualified candidates must submit the following documents to info@boardmemberscott.org

- Current resume
- Cover letter addressing applicant's interest in the position and ability to meet the responsibilities as set forth above
- Names and contact information of three (3) professional references