



JOIN OUR TEAM

Councilwoman Dr. Suely Saro
Council District 6, City of Long Beach

Dr. Suely Saro has been the City Councilwoman for Long Beach's Sixth District since December 2020. She understands the immigrant experience first-hand and this drives her dedication to fighting for equity. She was born in a refugee camp to parents who survived the Cambodian Genocide. Focused on a future of organizing, civic engagement, and advocacy, Suely pushed against the odds to earn three degrees: a Bachelor's degree in Molecular Cellular Developmental Biology from the University of California, Santa Cruz, a Master's degree in Public Administration from California State University, Long Beach and a Doctorate in Education (Ed.D) and Organizational Leadership from the University of La Verne.

GENERAL REQUIREMENTS

- Undergraduate student
- Spanish speaking
- Ability to multi-task

SEND YOUR RESUME & COVER LETTER TO
jasmine.piceno@longbeach.gov by
Monday, September 11, 2023

COUNCILWOMAN **SUELY SARO**

THE POSITION The Long Beach Council District 6 Office has an opening for a **Legislative Intern** to support the Office of Councilwoman Dr. Suely Saro. The successful candidate will be highly organized, self-sufficient with excellent office skills. This internship position is a paid, limited time intern, and will report to the Field Deputy.

About Councilwoman Suely Saro: Councilwoman Saro was elected to the Long Beach City Council in November 2020 and was sworn in December 15, 2020 as the Sixth District representative of the Long Beach City Council. The district includes the central portion of the city, encompassing neighborhoods such as Cambodia Town, Martin Luther King Park, Poly High School, and Memorial Hospital. Councilwoman Saro is the Chair of the Mobility, Ports, and Infrastructure Committee. For more information on Councilwoman Saro and the Sixth District, please visit <http://www.longbeach.gov/district6/>.

NOTE – This position is part-time. Applicants must submit a resume and a cover letter. Application materials can be submitted to jasmine.piceno@longbeach.gov

DUTIES:

- Assist in the support of content creation for the District 6 social media, fliers, newsletters, and other communication materials.
- Assist with data entry of resident casework.
- Collaborate with staff members on issues pertinent to improving the quality of life for the district including infrastructure projects, park programs, public safety, and other projects.
- Attend district events in the evenings and on the weekend on occasion.
- Performs other related duties as assigned.

SUCCESSFUL CANDIDATE WILL DEMONSTRATE:

- Interest in pursuing a career in City government or public sector.
- Ability to work collaboratively with others as well as independently with minimal supervision.
- Proficiency with Microsoft Office Suite computer programs (Word, Excel, Access, SharePoint, Teams and PowerPoint) and the Intranet/Internet with a willingness to learn new programs

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EQUAL OPPORTUNITY

The City of Long Beach is an Equal Opportunity Employer. We value and encourage diversity in our workforce. The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If special accommodation is desired, or if you would like to request this information in an alternative format, please call (562) 570-6781.

EQUITY AND INCLUSION

The City of Long Beach is committed to creating a workplace where every employee is valued for who they are. Having our workforce reflect the diversity of our community at various levels of the organization is a continuous goal embraced by our departments, management staff, and policymakers. To support efforts of fairness and diversity, City Leadership is committed to incorporating equity and inclusion into our work by supporting staff and community partners. We are committed to promoting transparency by publishing updated demographic information for employees, including workforce diversity data and pay by race and gender.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer, and/or Tagalog) are desirable for positions interacting with the public.