

SOCIAL MEDIA/COMMUNICATIONS ASSISTANT

JOB ANNOUNCEMENT



COME JOIN THE COMMUNICATIONS/CITY CLERK DEPARTMENT!



Do you have a passion for communications and are you well versed in everything social media? We are looking for a Social Media and Communications Assistant who will support Foster City's Communications Team and play an essential role in the City's outreach and public engagement program. Social awareness and political astuteness are essential as you develop content for multiple social media accounts and outreach materials; and you're a strong writer and sharp proofreader that pays close attention to detail. You have experience staying on top of communications trends, using analytics tools to create reports and provide recommendations, and have design skills to create digital graphics.

Work in a collaborative and dynamic environment with exceptional coworkers who produce outstanding videos, newsletters, marketing materials and community engagement/outreach plans with opportunities to work with all departments in the City!

ABOUT FOSTER CITY

HISTORY

Incorporated in 1971 and named after real estate tycoon and visionary, T. Jack Foster, Foster City is a one-of-its-kind master planned community that rose out of the reclaimed marshlands of the San Francisco Bay. The original Master Plan envisioned a self-contained community with a variety of housing types, neighborhood shopping centers, waterfront lots and parks, and other commercial & industrial uses.

To learn more about the history of Foster City, visit:

[Foster City Documentary Series Chapter 1 The Beginning Construction of Foster City 1960-1980](#)



"Using data drawn from our 2021 Best Places to Live List, Money ranked cities and towns based on the percentage of their population living within a 10 minute walk of a park. Foster City, California, came out on top, with 100% of its population of 33805 living within a short walk of one of its 24 public parks" - money.com

THE ORGANIZATION

Foster City is a General Law City and operates under the Council-Manager form of government. The five members of the City Council/EMID Board are elected to four-year terms. The City Manager is appointed by the City Council/EMID Board and serves as the chief executive of the municipal organization. Foster City is a full-service city with a total 2025-2026 budget of \$219.7 million. Projected staffing includes 181 FTEs.

MISSION

The mission of the City of Foster City is to deliver equitable services that are customer focused with an emphasis on public safety, neighborhood livability, smart planning, a vibrant economy, infrastructure innovation, and sustainable environment. In pursuit of this mission, we use community engagement and data to make decisions and measure progress based on economic, social, and environmental factors.





IDEAL CANDIDATE

The ideal candidate for this position would possess the following preferred qualifications:

- Familiarity with using social network platforms, community engagement, and local government.
- Experience with shooting, producing, and editing video, and an ability to provide clips of their work.
- Experience with graphic design, such as graphics, flyers, and posters, and an ability to provide clips of their work.
- An ability to showcase the understanding how to produce outreach material and other community engagement documents in a fashion that is compelling and also appropriate for local government use.
- An eye to identify emerging trends on social media and other engagement platforms and leverage that to enhance the outreach efforts of local government.
- An ability to remain flexible in a fast-paced environment and manage time appropriately while facing competing deadlines.
- A broad interest in the programs and services offered by local government, and an ability to creatively market those initiatives in a fashion that is interesting, useful, and engaging for the local community.

THE DEPARTMENT

The mission of the Communications/City Clerk Department is to accurately record the legislative body's actions, safeguard those documents, and administer open and free elections in full accordance with the law. The Communications/City Clerk Department performs certain legislative functions to ensure the continued operation of the City/District and provides clerical support service to City/District support and operating departments. The Communications/City Clerk Department creates an inspiring, inclusive and diverse culture of public engagement activities that enhance our community relations through genuine dialogue. We are a caring, service-oriented team of skilled professionals who are committed to providing a high level of service in a professional manner to the City Council, all departments, and the Foster City community.

ANNUAL SALARY

\$92,018.99

to

\$111,849.71

THE POSITION

This position provides social media administrative assistance and support to the Communications division. Under the direct supervision of the Communications Manager, the position receives and responds to verbal or written directions on a daily or project basis.

Social Media Coordination includes, but is not limited to:

- research and recommend new social media websites
- compose and post content to the City's social media websites
- monitor social media site content; and
- report potential conflicts.

EDUCATION & TRAINING

Any combination equivalent to experience and education that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way would be:

Education

Graduation from high school or equivalent; coursework in social media, communications, and journalism is highly desirable, but not required.

Experience

No experience is necessary; one (1) year of paid or documented volunteer experience in an office environment is highly desirable.

Special Requirements

Ability to move boxes, tables and chairs, and equipment weighing up to 40 pounds.

For knowledge, skills, and abilities, review the [Social Media/Communications Assistant](#) job description.

BENEFITS

The City of Foster City provides a superior benefits program which includes:

- Retirement: Participation in CalPERS in the 2% @ 62 retirement plan for new members and 2.7% @ 55 for classic members.
- Leaves: 13 paid holidays; sick leave (8.66 hrs/month); vacation leave based on years of service; discretionary leave.
- Deferred Compensation: Voluntary 457(b)/VEBA (tax deferred health benefit program).
- Health Benefits: Flexible benefits program including health, dental, vision, and medical/dependent care reimbursement accounts.
- Work Schedule: Optional 9/80 work schedule. Telework available.
- Other: Long-term disability insurance; and life insurance.



SELECTION PROCESS

The most qualified candidates will be invited to continue in the selection process. The selection process may consist of one or more of the following components: application review, performance-based exam, written exam, and panel interview. A final interview will be scheduled to fill the current vacancy following the establishment of the employment list. This list will be in effect for at least one-year. Once a top candidate is identified, we will conduct reference checks. After a conditional job offer, applicants must successfully pass a pre-employment background check and other requirements as applicable.

TO APPLY

A City/District application and supplemental questionnaire are required for consideration. Please keep in mind the closing date. If the recruitment is continuous or open until filled, however, the recruitment may close at any time when enough qualified applications have been received. Applications may be submitted online at www.calopps.org