

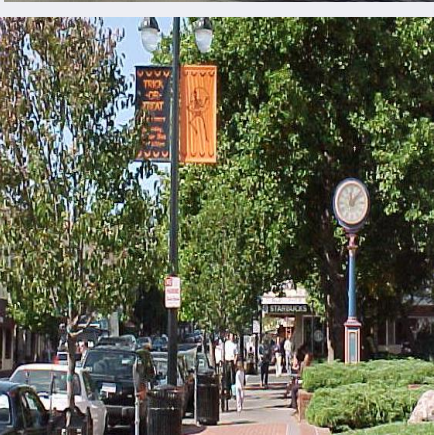


## **Paraprofessional Temp (Intern)**

Community and Economic Development Department | City of San Rafael

**Salary: \$23.37 - \$32.89 Hourly DOE/DOQ**

**Apply by Thursday, June 6, 2024, for first consideration**



## THE DEPARTMENT

The Community and Economic Development Department is committed to improving the quality of life in the San Rafael community. Our mission is to make San Rafael a great place to live and do business. The five department core functions are:

- Planning
- Building
- Code Enforcement
- Housing and Homelessness
- Economic Development and Innovation

The Economic Development and Innovation Division is dedicated to fostering economic vitality by facilitating collaboration between businesses, community, and the City. Our mission is to increase investments in San Rafael that contribute to the growth of the City's economy, foster fiscal sustainability, expand job opportunities for all residents, and enhance the community's quality of life.

## THE ROLE AND PROJECTS

Reporting to the Economic Development Program Manager, the Intern will be engaged in project-based work to advance key economic development strategic initiatives. Examples of the work include, but are not limited to the following:

- Implement tasks outlined in the San Rafael Economic Development Strategic Plan
- Develop a business support communications plan in collaboration with business support partners.
- Support Division Manager to activate outreach to businesses
- Learn and assist with contract management
- Evaluate resources available to various business groups through an equity lens. Research strategies for business support for underserved sectors in San Rafael.
- Support activation of the Downtown San Rafael Arts District Strategic Plan
- Administrative tasks as assigned

## HOURS, COMPENSATION & BENEFITS

Approximately 12- 20 hours per week. Hands-on learning and work experiences at San Rafael City Hall and outreach in the community.

Temporary positions may not exceed 1,000 working hours in a fiscal year (July 1 – June 30).

In accordance with the [salary resolution](#), this position receives no benefits with the exception of Paid Sick Leave and a retirement plan:

- Temporary employees are entitled to receive sick leave in accordance with California's Paid Sick Leave Law (AB 1522).
- Participation in a retirement plan is mandated by Federal Law and you will be enrolled in the Public Agency Retirement System (PARS):
  - Employee contributes 3.75% of salary
  - City of San Rafael contributes 3.75% of salary

## HOW TO APPLY:

Apply At: <https://www.calopps.org/san-rafael/job-20507019>

### QUESTIONS:

Please contact Alissa Curtin, Senior HR Analyst  
[alissa.curtin@cityofsanrafael.org](mailto:alissa.curtin@cityofsanrafael.org)