

SCHOLARS IN SERVICE – JOB DESCRIPTION

Jackson Community Development Corporation



The Jackson neighborhood, nestled between First and Cedar, Tulare and Kings Canyon with Huntington Boulevard as its historical centerpiece, is a vibrant community rich in ethnic, socio-economic, and architectural diversity. The Jackson Elementary School serves as a vital hub for the over 3500 residents. According to the most recent census, 25% of residents are Caucasian, Black, or Asian, and 75% of residents are Hispanic, many of whom speak Spanish. The Jackson Community Development Corporation is dedicated to fostering resident-led leadership. Our vision is to seek the holistic well-being of the Jackson neighborhood where residents are known, valued, and empowered to collaborate for the thriving of its people and place. Visit our newly updated website to learn more about our mission and initiatives. Jacksoncdc.org

Job Title: Governmental Relations Coordinator

Number of Openings: 1

Jackson CDC is seeking a Governmental Relations Coordinator for the 2025-26 school year. Applicants do not have to have any government experience but working toward a degree in the public policy, advocacy, administration, or political science space is a plus. Bilingual English/Spanish is preferred. Days and times are flexible based on student's schedule and availability.

Your duties include but are not limited to the following:

1. Work alongside the Executive Director to understand the history and current day inner-workings of the neighborhood and its relationship to city government
2. Work alongside the Executive Director to build a community power map
3. Outreach to elected officials and public sector agencies
4. Promote and cultivate relationships and opportunities to expand the capacity of Jackson CDC's public sector engagement
5. Work with and support community leaders on advocacy and organizing efforts
6. Research community issues that public sector solutions can be engaged