

The Mayor's Office of Communications handles a wide range of responsibilities that includes external and internal communications and community outreach. This includes managing all media relations, organizing community events, supporting City Departments on policy and communications initiatives, working with external stakeholders on communications and community issues, and responding to constituent inquiries. During the pandemic when City Departments were asked to make mandatory cuts to their budgets, the Mayor's Office of Neighborhood Services was scaled back and moved under the Communications Office.

Currently there are 8 FTE working within the Communications Office in both Communications and Community Outreach responsibilities. These positions are:

- **Communications Director:** Oversees the management, strategy, and execution of all responsibilities and duties in the Communications Office
- **Press Director:** Leads on managing and coordinating press outreach, helps manage Communications and Community outreach efforts
- **Communications and Community Affairs Manager:** Leads on organizing community events; manages relationships with community groups; supports communications efforts
- **Communications Aide:** Primary responsibility is producing written materials for communications, policy initiatives, and community events; supports community events
- **Communications Aide:** Supports media outreach and response; helps to manage community relations and responses; produces commendations and proclamations
- **Communications Aide:** Manages media inquiries and social media; produces written materials for media; supports community outreach and events
- **Public Service Aide:** Responds to requests for service from residents, supports community events, initiatives, and outreach
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Total Cost of Staffing for Communications and Community Outreach:

FY 21-22 \$1,274,818 (current)

FY 20-21 \$1,513,291

FY 19-20 \$1,492,525

The Mayor's Communications Office maintains no contracts with outside firms.

All the press releases issued by the Mayor's Office of Communications can be found at:

<https://sfmayor.org/news>

