

# CITY OF LOS ANGELES

CALIFORNIA

CAROLYN M. HULL  
GENERAL MANAGER



ERIC GARCETTI  
MAYOR

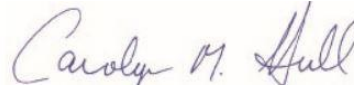
**ECONOMIC AND WORKFORCE  
DEVELOPMENT DEPARTMENT**

1200 W. 7<sup>TH</sup> STREET  
LOS ANGELES, CA 90017

**DATE:** July 22, 2021

**TO:** WorkSource Centers, YouthSource Centers, and Performance Partnership Pilot Partners

**FROM:** Carolyn M. Hull, General Manager  
Economic and Workforce Development Department



**SUBJECT: WDS INFORMATION BULLETIN No. 22-02  
ECONOMIC AND WORKFORCE DEVELOPMENT DEPARTMENT (EWDD)  
EXEMPT EMPLOYMENT OPPORTUNITIES – SENIOR PROJECT  
ASSISTANT**

## **EFFECTIVE DATE**

This information bulletin is effective upon date of issue.

## **PURPOSE**

The purpose of this information bulletin is to inform the WorkSource Centers (WSCs), YouthSource Centers (YSCs), and the Performance Partnership Pilot (P3) partners about the Senior Project Assistant employment opportunity at EWDD.

## **BACKGROUND**

EWDD is currently accepting applications to fill multiple Senior Project Assistant positions in the Workforce Development Division (WDD). The Senior Project Assistant is assigned to help young people ages 16 to 24 with achieving self-sufficiency through programs that provide participants with educational support, leadership development, life skills, job training and placement, and other support services. The positions may be located at either:

1. Boyle Heights Technology YouthSource Center (BHTYC) –1600 E. 4th Street, Los Angeles, CA 90033
2. Southeast Los Angeles YouthSource Center , Watts – 1773 E. Century Blvd, Los Angeles, CA 90002
3. Garland Building – 1200 W. 7th Street, Los Angeles, CA 90017

***Assignments to be determined by management.***

**REQUIREMENTS**

An Associate of Arts (A.A.) degree or equivalent college level education **or** four years of full-time paid experience performing work related to social services, community services, counseling, job training and employment programs, youth programs, child development, or education.

Possession of a valid **California** driver's license and a good driving record are also required.

***All applicants must meet all minimum eligibility requirements when submitting an application for employment. No exceptions.***

**HOW TO APPLY**

Interested candidates should immediately submit the following by email in PDF format:

1. Résumé *detailing applicable background and work experience.*
2. Completed City of Los Angeles job application (revised version dated 7/2018). Applications may be accessed at <https://per.lacity.org/index.html>.

**Incomplete applications, older versions of the City of LA job application, or those stating “see resume” for work experience will not be accepted.**

The email must be sent to [Tonja.Bellard@lacity.org](mailto:Tonja.Bellard@lacity.org). The subject line of the email must read: “**Sr. Project Assistant, (Applicant’s name)**”.

Only electronic submittals will be accepted. *Any information submitted by mail, fax, or in-person will not be considered.*

**APPLICATION DEADLINE**

Filing period may close at any time once sufficient applications are received.

CMH:GR:cg

Attachment: EWDD Sr. Project Assistant Bulletin 2021