



ECONOMIC AND WORKFORCE DEVELOPMENT DEPARTMENT EXEMPT EMPLOYMENT OPPORTUNITY

SENIOR PROJECT ASSISTANT (1546) Workforce Development Division (Starting Annual Salary - \$57,774.96)

OVERVIEW

The Economic and Workforce Development Department (EWDD) is currently accepting applications to fill a Senior Project Assistant position in the Workforce Development Division. The Senior Project Assistant is assigned to help young people ages 16 to 24 with achieving self-sufficiency through a variety of developmental 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 YouthSource Center - 1600 E. 4th Street, Los Angeles, CA 90033
2. Watts YouthSource Center – 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.*

RESPONSIBILITIES

The primary responsibilities of this position will include, but are not limited to:

- Performing outreach and recruitment to identify individuals that are disconnected from education and employment.
- Implementing career and educational assessments to identify barriers to employment and education.
- Developing Individual Employment Plans (IEP) to help disconnected youth achieve their career goals.
- Monitors assigned contracts for program functioning and compliance with fiscal and programmatic requirements.
- Provide technical assistance on program activities and services, respond to inquiries from clients, and interpret agreement provisions, procedures and related policies.
- Participates in community meetings, training, and workshops related to contract administration and management functions.
- Performing case management for youth enrolled in the City's YouthSource program, including coordinating career and educational services.
- Working with a multidisciplinary service team comprised of partner agencies, the Los Angeles Unified School District Pupil Services and Attendance counselors, community colleges, and other community-based organizations to ensure completion of career and educational goals.

A detailed position description will be provided to candidates at the time of interview.

REQUIREMENTS

An Associate of Arts 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.

SKILLS AND ABILITIES

- Excellent oral and written communication skills, organizational skills, and interpersonal skills.
- Proficient in Microsoft Office Suite applications.
- Ability to work under minimal supervision.

NOTES:

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

***The current salary range is subject to change. Please confirm the starting salary with the hiring department before accepting a final job offer.*

Applications will be reviewed to determine a reasonable number of candidates with applicable background and experience to interview. The candidates who present qualifications most closely related to those necessary for this position will be invited to participate in the interview process. A written performance exercise may also be given.

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 job application, or those stating “see resume” for work experience will not be accepted.

The email must be sent to 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.

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodations to ensure equal access to its programs, services and activities. Please call (213) 744-9300 if you need assistance.

This is an exempt, at-will position. The individual appointed to this position will not accrue any Civil Service tenure, contractual employment rights, or due process rights. The incumbent may be removed at any time, without any finding of cause, by the hiring authority.