



ECONOMIC AND WORKFORCE DEVELOPMENT DEPARTMENT EXEMPT EMPLOYMENT OPPORTUNITY

SENIOR PROJECT ASSISTANT (1546)

Workforce Development Division

Annual Salary: \$53,411.04 – \$78,112.08

OVERVIEW

The Economic and Workforce Development Department (EWDD) is currently accepting applications to fill three (3) Senior Project Assistant positions in the Workforce Development Division. These positions are assigned to the YouthSource Centers located in the communities of Boyle Heights and Watts. 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.

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.
- 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.
- Other related duties as assigned.

REQUIREMENTS

An Associate of Arts Degree or equivalent college level education **or** four years of full-time paid experience (including military) 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.

Candidates must meet the minimum eligibility requirements by the application deadline date.

HOW TO APPLY

Interested candidates should immediately submit the following by email:

1. Résumé detailing applicable background and work experience.
2. Completed City of Los Angeles job application (revised version dated 05/2014). Applications may be accessed at per.lacity.org/appform.htm

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 zina.abram@lacity.org. The subject line of the email must read: “EXEMPT EMPLOYMENT OPPORTUNITY – Sr Project Assistant YSC, (Applicant’s name)”.

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

Applications and résumés will be reviewed for candidate’s experience and qualifications as it relates to the duties and responsibilities described above; a screening process may be applied to determine a reasonable number of candidates with the most relevant background and experience to interview. Only the most qualified candidates will be invited to participate in the interview process for further evaluation.

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

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.