



ECONOMIC AND WORKFORCE DEVELOPMENT DEPARTMENT

EXEMPT EMPLOYMENT OPPORTUNITY SUMMER YOUTH EMPLOYMENT PROGRAM YOUTH EMPLOYMENT SPECIALIST I

Salary - \$14.00 per hour

OVERVIEW

The Economic and Workforce Development Department (EWDD) is currently accepting applications to fill one (1) part-time Youth Employment Specialist position to assist in the administrative and operational aspects of the Summer Youth Employment Program. These positions are limited to working a maximum of 25 hours of work per week.

RESPONSIBILITIES

- Conducting participant intake assessments.
- Monitoring the worksites of summer youth workers.
- Interviewing supervisors and program participants.
- Performing data entry, tracking program participation, and generating reports.
- Maintaining program files, respond to emails and phone messages, and photocopying.
- Assisting with the coordination and tracking of training.

The primary work location is 1513 E. 103rd Street, Los Angeles, CA 90002.

REQUIREMENTS

- High school graduate, or equivalent.
- Must have the ability to follow instructions furnished in written, oral, or diagram form.
- Must have excellent oral and written communication skills.
- Possession of a valid California Driver's License and a good driving record are also required.
- Reliable attendance and punctuality are essential.

Experience working with youth ages 14 – 24 years old, in youth workforce development or education and training is highly desired, but not required.

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

SKILLS AND ABILITIES

- This position requires effective oral and written communication skills.
- Excellent customer service skills.
- Ability to organize and prioritize multiple assignments.
- Experience working in a professional environment.
- Ability to work under minimal supervision.
- Ability to work well under tight deadlines.

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

HOW TO APPLY

Applications will only be accepted by email. Interested candidates should immediately submit the following in PDF format:

1. Résumé detailing background and work experience.
2. A completed City of Los Angeles job application (revised version dated 12/2017). Applications may be accessed at per.lacity.org/appform.htm

The email must be sent to tonja.bellard@lacity.org The subject line must read, “YES I Application” – then the applicant’s first and last name.

The following **WILL NOT** be considered:

- **Incomplete applications**
- **Incorrect applications**
- **Older versions of the City job application**
- **Applications stating “see résumé” for work experience**

Deadline to apply: Open until a sufficient number of applications are received. May close at any time. Applications submitted after the deadline will not be considered.

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, without any finding of cause, by the hiring authority.