



## **ANGELENO CORPS PROGRAM**

### **City of Los Angeles**

#### **Position Description**

<b>JOB TITLE:</b>	Service Lead Coordinator
<b>TERM:</b>	Full-time
<b>NUMBER OF POSITIONS:</b>	Eight Positions Open
<b>SERVICE AREAS:</b>	Four Areas Available (East LA, South LA, Central LA, and North San Fernando Valley)

#### **PROGRAM DESCRIPTION**

The Angeleno Corps Program is a centerpiece of Mayor Eric Garcetti's equity and justice agenda and a core investment of the City of Los Angeles in youth development and career pathways for young Angelenos. The Angeleno Corps is a 10-month service, support, and education program designed to engage young people in community recovery efforts in our City's neighborhoods most impacted by the COVID-19 pandemic and historic and present racial oppression. In total, the program will recruit and train 400 young Angelenos to provide service to hard-hit communities during the 2021-2022 academic year. Corps Members will be either out-of-school youth re-enrolling in an educational plan, or community college students enrolled at one of the nine colleges of the Los Angeles Community College District (LACCD). Corps Members will each perform 400 hours of service in one of the following recovery and equity priority areas: Education and Child Care; Health Equity and Environmental Justice; Digital Equity; and Family Immigration Assistance. Corps Members will be placed at partner community-based organizations (City YouthSource Centers). Each Corps Member will work an average of 10-12 hours of service per week and commit to participating in various professional development and service activities, including weekly check-ins, monthly program meetings, on-going trainings, and "Days of Service," while committing to be enrolled full-time in a community college, high school equivalency, or certificate program.

#### **JOB DESCRIPTION**

Service Lead Coordinators may be employed by one of six YouthSource Centers participating in the Angeleno Corps Program. A Service Lead Coordinator position will operationalize the service, educational and support goals of the Angeleno Corps Members. Each Coordinator will lead a cohort of approximately 50 Corps Members. The Service Lead Coordinator will develop and maintain service and education plans for each Corps Member on an on-going basis, facilitate weekly and monthly Corps Members meetings, serve as the active point of contact for the service placement sites, and perform other related duties.

## **QUALIFICATIONS**

- A bachelor's degree in any fields from an accredited college is acceptable (a degree in social sciences, ethnic studies, or justice studies is preferred but not required)
- One to two years of experience in leadership and/or community organizing, preferably working with students and/or families
- Demonstrated understanding of the critical equity issues students and families face in Los Angeles
- Demonstrated experience supervising peers or younger students and/or working on a team or in a group

## **SKILLS**

- Excellent communication skills with diverse communities
- Ability to build cross-cultural differences
- Ability to connect students and families to needed resources
- Ability to multitask, balance multiple priorities, and meet deadlines responsibly
- Strong project management and organizational skills
- Case management and coaching
- Spanish language fluency is preferred

## **COMPENSATION**

Full-time position with a salary that is commensurate with experience.

## **HOW TO APPLY**

Interested candidates should immediately submit their resume and cover letter via email in PDF format to Cecy Gomez at [Cecy.Gomez@lacity.org](mailto:Cecy.Gomez@lacity.org).

The subject line of the email should read: "Service Lead Coordinator, (*Applicant's name*)".

The cover letter must indicate all service areas where, if selected, the applicant can report for employment (available areas: East LA, South LA, Central LA, and North San Fernando Valley).

## **APPLICATION DEADLINE**

The filing period may close at any time once sufficient resumes are received.