



City of Los Angeles
Department of Neighborhood Empowerment

**PROJECT COORDINATOR
EXEMPT OPPORTUNITY***

Annual Salary: \$65,709.36 to \$96,048.00

Background: Since its establishment in 1999, the Los Angeles Department of Neighborhood Empowerment (aka EmpowerLA) has grown into the nation's largest and most innovative initiative in civic engagement and citizen-based government. Through a network of 99 Neighborhood Councils, the City promotes public participation in government and works to improve government responsiveness to local concerns.

Duties: Project Coordinators will be responsible for coordinating Neighborhood Council election and selection activities and outreach in conjunction with Neighborhood Council Boards and the Office of the City Clerk. The position will also promote civic participation in government and in the system of Neighborhood Councils (NC) to affected and interested parties. This includes, interpreting documents and ordinances related to the governance of Neighborhood Councils, including the Charter of the City of Los Angeles and the Plan for a Citywide System of Neighborhood Councils, and developing informal training and group programs to support the growth and development of the system of Neighborhood Councils as well as individual Neighborhood Councils. Additional duties include, but are not limited to:

- Development of outreach and educational material on Neighborhood Council process. Provides technical, funding, organizing, and logistical support to neighborhood councils. Provides direct training and orientation to Neighborhood Council members on Neighborhood Council subject matters.
- Interface with appropriate representatives from the Office of the Mayor and various City Council offices, as well as representatives from various Departments, Commissions and agencies of the City of Los Angeles. May be assigned to special work groups or projects and perform other duties for training purposes, to meet Department needs, or during emergencies. Prepares reports and data analysis and may present information to elected City officials and Neighborhood Council Commission.
- Responsible for periodically managing call center inquiries and providing technical assistance and problem solving to callers.
- Compiling information and preparing reports related to project goal implementation and achievement. Updating database of community organizations and contacts.

Requirements: A minimum of two years of Neighborhood Council operational experience is preferred. Must have excellent communication skills, oral and written, and be comfortable with public speaking. A minimum of three years of intensive community organizing experience, with a working knowledge of social media campaigns is highly desired as well as fluency in another language. Understanding of spatial mapping and data, knowledge of mapping software such as ArcGIS (GIS = Geographic Information System) would also be considered a plus but is not a requirement to apply. This position requires the ability to work evenings and weekends regularly.

Selection Process: Applications are subject to review. The most qualified candidates will be invited for an interview.

How to Apply: Interested candidates must submit a City of Los Angeles Application for Employment and resume to ita-human-resources@lacity.org. Emails should contain 'Project Coordinator – Empower LA' in the subject line. Applications may be obtained at <http://per.lacity.org/Application.pdf>. **The deadline to apply is Friday, May 10, 2019**

* 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.

The City of Los Angeles is an Equal Employment Opportunity Employer