

CITY OF LOS ANGELES

CALIFORNIA

CAROLYN M. HULL
GENERAL MANAGER



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MAYOR

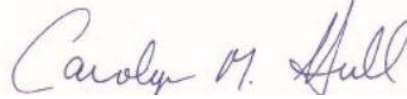
**ECONOMIC AND WORKFORCE
DEVELOPMENT DEPARTMENT**

1200 W. 7TH STREET
LOS ANGELES, CA 90017

DATE: August 5, 2021

TO: LA's Workforce Development System

FROM: Carolyn M. Hull, General Manager
Economic and Workforce Development Department



**SUBJECT: WDS INFORMATION BULLETIN No. 22-04
ANGELENO CORPS PROGRAM EMPLOYMENT OPPORTUNITIES –
SERVICE LEAD COORDINATORS**

EFFECTIVE DATE

This information bulletin is effective upon date of issue.

PURPOSE

The purpose of this information bulletin is to inform the WorkSource Centers (WSCs) and YouthSource Centers (YSCs) about the Service Lead Coordinator employment opportunity for the Angeleno Corps Program.

BACKGROUND

The Workforce Development System is recruiting for the Angeleno Corps Program. 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.

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.

The service areas available are:

1. East Los Angeles

2. South Los Angeles
3. Central Los Angeles
4. North San Fernando Valley

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.

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.

APPLICATION DEADLINE

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

CMH:GR:cg

Attachment: Angeleno Corps Program – Service Lead Coordinator Job Description