



Engaging the Community Around Transit Oriented Development

Thai Community Development Center
6376 Yucca St., Ste. B, Los Angeles, CA 90028 | 323.468.2555

JOB POSTING

Last day to submit resume and cover letter is October 17th

Become involved in a community empowerment project that builds and develops advocacy and leadership skills for the residents of East Hollywood.

Equip and support the community in achieving equitable development around transit sites.

Submit cover letter, resume, and questions to Billie Lay at Billie@thaicdc.org.

Position: Project Coordinator

Location: Los Angeles (East Hollywood)

Position Type: Part-time

Hours: 20 hours/week maximum

Education: Undergraduate degree or higher in urban planning, community economic development or related fields

Language: Proficient in either Thai, Spanish, or Armenian is a plus

Job Description

The Thai Community Development Center (Thai CDC) received a two-year funding from the California Community Foundation to launch the community engagement process around the Transit Oriented Developments (TOD) especially among immigrants in East Hollywood. We are seeking a Project Coordinator who is interested in city planning and community economic development to join our team. The Project Coordinator will lead our second year activities that will bring our team's first year research into action by developing advocacy and leadership workshops around TODs and engaging residents and businesses in community organizing in an effort to identify and launch an actual campaign.

Experience/Qualifications:

- Can work independently and as a team
- Experience working in multi-cultural settings
- Detail-oriented, organized, and able to multi-task
- Exceptional analytical skills
- Technically proficient in use of Excel and data management software
- Excellent verbal and written communication skills
- Strong interpersonal skills
- Prior work experience as a community organizer is ideal

Essential Job Duties:

- Coordinate and plan workshops for community members
- Create a tracking tool for residents and business owners of East Hollywood
- Organize a campaign around Transit Oriented Developments (TOD)
- Provide a final report to Thai CDC and its funder



Thai Community
Development
Center is an Equal
Employment
Opportunity
Employer

