



Los Angeles Homeless Services Authority

a joint powers authority of the city & county of los angeles

811 Wilshire Blvd • 6th Floor • Los Angeles • California • 90017
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Location: Downtown Los Angeles
Department: Policy and Planning, Intergovernmental Affairs Division
Salary: \$50,000 - \$60,000 Annually

SENIOR PLANNING ANALYST

Working directly under the Associate Director of Intergovernmental Affairs, the Senior Planning Analyst will be responsible for the overall coordination, planning and tracking of all meetings and convening meetings, ensuring that LAHSA is successful in coordinating the work of various groups and individuals involved in homeless planning and coordination. With a primary focus on the implementation and management of the Los Angeles Regional Advisory Council and the Joint City and County Implementation Group, the Senior Planning Analyst will monitor, report and track LAHSA's participation, leadership and support of these bodies and their committees. The Policy and Planning Department has distinct responsibilities that impact LAHSA's leadership in overall homeless coordination and planning across the Los Angeles Region; intergovernmental affairs, policy and legislative activities; community and stakeholder engagement across various groups, regions and organizations; external and internal data and research; and the annual Homeless Count.

Core Competencies: Project Management, Planning, Documentation, Analytical Skills, Customer Service, Interpersonal Skills, Time Management, Organizational Skills, Oral and Written Skills.

Qualifications and Experience:

- Bachelor's Degree in communications, public administration, urban planning, business or related field with 3-5 years of relevant experience with 3-5 years working in the public or nonprofit sector.
- Highly analytical, detail-oriented, thoughtful, and intellectually curious.
- Excellent and demonstrated written and proofreading skills.
- Well organized, detail oriented, and excellent analytical skills; proficiency in sophisticated financial analysis using Excel, project management software, and word processing software such as Microsoft Word.
- Experience in analyzing and synthesizing information and meeting notes to generate reports and track action items.
- Advance proficiency in Microsoft Word and Excel.
- Demonstrated ability to work independently while working multiple tasks.

Duties and Responsibilities

- Coordinate and all meetings and committees of the Los Angeles Regional Advisory Council and the Joint City and County of Los Angeles Implementation Group.
- Ensure that meetings as identified, adheres to the Brown Act.
- Participate in and support all meetings of the Advisory Council and Implementation Group.
- Document critical meetings and monitor action items generated at meetings.

- Support and monitor LAHSA staff and management's leadership, management and tracking of homeless strategies to be implemented by LAHSA as outlined in the City and County homeless strategic plans.
- Implement and management communication strategies and tools for members of the Regional Advisory Council and the Joint City and County of Los Angeles group to access meeting content, supporting documents and other critical information.
- Compile, synthesize and analyze meeting summaries and information generated to at critical meetings.
- Coordinate and oversee the execution of other meetings or convening groups as assigned.
- Prepare briefing materials and reports to support LAHSA's participation in groups and committees responsible for implementing homeless strategies.
- Work with the Associate Director of Intergovernmental Affairs through the provision of information, analysis and, where appropriate, recommendations which facilitate the decision-making process and planning efforts.
- Coordinate meeting information and strategies with the Associate Director of Policy and Planning to ensure the work of the Los Angeles Regional Advisory Council and Joint City and County of Los Angeles Implementation Group is coordinated and linked to community engagement strategies being implemented across the Los Angeles Continuum of Care and Service Planning Areas.
- Other duties as assigned.

To Apply: Mail, Fax or Email Cover Letter and Resume to:

Los Angeles Homeless Services Authority
Attn: Keshia Douglas, HR & Director of Administration
811 Wilshire Blvd., 6th Floor
Los Angeles, CA 90017
Fax: 213-553-9373
Email: humanresources@lahsa.org