



Pacific Asian  
Consortium  
in Employment

## **Job Summary For January 2020 [www.pacela.org](http://www.pacela.org)**

### **Administration:**

Accountant/Sr. Accountant

- Reconcile cash and all GL accounts to sub accounts
- Prepare reports as needed
- Bachelor's Degree in Accounting required

### **Business Department:**

Business Development & Loan – Work location (El Monte, CA)

- Outreach, recruitment and visibility
- Conducts work shops
- Familiar with SBA a plus
- Familiar with loan packaging
- Business plan development

### **Education Department:**

Home Visitor

- Provide in-home one-on-one educational services
- Willing to travel (Los Angeles and Southbay area)
- AA Degree & 12 ECE Units required

Teacher I/II – Southbay and Santa Monica area

- Working with children 18 month to 5 years
- Must have State Permit/Certification

Teacher Assistant I/II – Los Angeles, Southbay and Santa Monica area

- Assist teachers in the classroom
- Must have State Permit/Certification

Floater Teachers – Southbay & Santa Monica area

- Assist with meal prep
- Step in to give staff breaks
- Assist with paperwork

Maintenance Technician

- Service multiple schools
- Address maintenance issues at school sites
- Must have two year experience in building construction, maintenance and repair

Regional Site Director

- Oversee two or more locations
- Responsible for Personnel at assigned locations
- Must have Bachelors and Site Director Permit or higher
- Must be willing to travel

### **Energy Department**

Program Clerk

- Familiar with Weatherization/Home Energy Assistance a plus



- Ability to reconcile accounts
- Ability to communicate well with clients/subcontractors/staff
- Assist with paperwork/inventory

#### Installer

- Light construction type position
- Ability to work with clients/staff
- High School or GED require

#### **Employment Department**

##### Workforce Development Specialist II

- Station at Downtown Library
- Serves as the point of contact for Universal services
- Recruitment
- Conducts group or one-on-one orientation
- Responsible for eligibility

#### **Work Opportunity Department**

##### Temporary Program Assistant

- Responsible for the completion of eligibility determination of potential clients
- Customer service through phone, in person and email
- Prepares correspondence, reports and other paperwork

Please visit [www.pacela.org](http://www.pacela.org) for more details. If you are offered a position, the candidate must pass a pre-employment test, including drug screening and background check.

Only applicants that meet the minimum qualifications will be contacted. All positions are open until filled.

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