

# JOB ANNOUNCEMENT

## PROJECT COORDINATOR

The Office of the City Clerk-Election Division is seeking experienced community organizers in the area of voter outreach.

The salary for the Project Coordinator position is set between \$65,646.72 to \$81,536.40 annually, with initial appointments made at the lower pay rate. The City of Los Angeles offers an excellent employee benefits package. This is an exempt position.

The Election Division conducts the City of Los Angeles municipal elections in odd-numbered years and special elections as called by City Council. The Election Division also conducts elections for the Los Angeles Unified School District and the Los Angeles Community College District. Our election jurisdiction encompasses 850 square miles and over two million registered voters. We currently provide language assistance and election information in English, Chinese, Hindi, Japanese, Korean, Spanish, Tagalog, Thai, and Vietnamese. We also provide language assistance in Armenian on a limited basis.

The Project Coordinator will report to the Senior Project Coordinator who oversees the Outreach, Poll Worker Recruitment, and Training sections. He or she will be responsible for administering the Division's STAR Student Poll Worker program, a program that seeks to recruit and hire qualified high school students as Election Day poll workers and will be responsible for participating in and coordinating the review of all translated election materials. While these programs will be the Project Coordinator's primary responsibilities, all Election Division staff is asked to participate in carrying out duties that may fall outside their scope of work such as working in the warehouse or as part of an assembly line.

Successful candidates for the Project Coordinator position will be fluent both written and orally in English and at least one of the following languages: Armenian, Chinese, Hindi, Japanese, Korean, Spanish, Tagalog, Thai, and Vietnamese; have at least two years experience working with a community based organization or equivalent; have at least two years experience conducting voter registration or voter mobilization efforts; have excellent managerial skills; have excellent written and oral communication skills; be able to work independently and with others; and have excellent contacts within the multilingual community in the Los Angeles area.

Evening and weekend work will be required. Overtime is paid at time and one-half the normal rate of pay after 40 hours of work and subject to Memorandum of Understanding (MOU) provisions. Seasonal staff will be hired to supplement outreach efforts during the election season.

Interested candidates should email, fax, or mail their applications to the Office of the City Clerk, Election Division, Attention: Maria Garcia, maria.garcia@lacity.org, FAX: (213) 978-0376, or 555 Ramirez St., Space 300, Los Angeles, CA 90012. To apply, use the application form found on the Division's website at: [www.cerk.lacity.org/elections](http://www.cerk.lacity.org/elections). You may submit a resume and cover letter if it contains all the information required on the City's application. Incomplete submittals will be rejected. Applications must be received by **5:00 PM on Monday, March 3, 2014**. All applications will be reviewed after the deadline. For additional information, please contact the Election Division at **(213) 978-3276**.

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An Equal Employment Opportunity Employer

The City of Los Angeles does not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, gender identity, gender expression, disability, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency Syndrome. As a covered entity under Title II of the American with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request will provide reasonable accommodation to ensure equal access to its programs, services and activities.