

Job description:

The LA County Chief Sustainability Office (CSO) is seeking a senior-level program coordinator to work part time (20-25 hrs per week) for approximately one year to support the implementation of two temporary food assistance programs: a food distribution program and a grant program.

The food distribution program is a partnership with the LA Regional Food Bank and LA County Supervisors' Offices. The program coordinator is expected to develop and implement program plans, including: identification of event partners, sites, and dates; preparation of event promotion materials and site plans (traffic flow, distribution stations, staging areas, etc.); coordination with Board offices, DPW, ISD, Sheriff, Fire, DPSS, CEO (Countywide Communications), local governments, and others; securing any necessary permits; and program reporting. The coordinator will also assist CSO with contract management.

The grant program, to be administered by a separate contractor, will require minimal assistance with document review and summary for purposes of internal reporting.

Hours:

There is some flexibility on how to spread out the 20-25 hours across the days of the week, but the program coordinator must consistently work at least 4 hours each on Mondays, Wednesdays, and Fridays -- exact schedule to be discussed/agreed upon with supervisor.

Qualifications:

The program coordinator position requires an individual with excellent attention to detail, communication skills, knowledge and experience with event planning, and strong organizational and administrative skills. Experience working with public officials desired. It is also helpful to have good relationships with, and understanding of, key County departments and their roles.

If interested, please send resume to:

Ali Frazzini, afrazzini@csso.lacounty.gov