Job Opening: Council District 4 – Council Aide (Front Desk & Office Funding Management)

Council District 4: District 4 of the City of Los Angeles covers diverse communities ranging from Sherman Oaks in the San Fernando Valley across the Hollywood Hills to Griffith Park and the surrounding communities and stretching down to Miracle Mile and Hancock Park.

The Job: The office seeks a motivated, experienced, and highly efficient professional to problem solve and provide public service for the constituents of the Fourth District. A 4th District Council Aide serves as the first point of contact for visitors and callers to City Hall to ensure the highest level of professionalism and friendly constituent service. The Council Aide must have a desire to help make the City a better place to live in, have a proactive attitude, be able to work well under pressure, and manage multiple priorities at one time. The Council Aide will be the main responsible party for managing accounting for the office, including office finances, managing contract approvals with the City Clerk’s Office, processing supply orders, and other finance tasks. Additionally, the Council Aide will process certificate and proclamation request and assist with general office coordination tasks.

The Role: Responsibilities for the position include, but are not limited to:

- Help ensure regular contact and communication with the district office staff to update information and ensure coordination of administrative services.
- Assist the communications, legislative, planning, and field teams with events as needed.
- Develop relationships with other staff from other Council offices and departments to help ensure coordination and collaboration with city events when needed.
- Manage incoming and outgoing mail and draft letters as needed. Assist with administrative functions as requested by other staff and do data entry into OMS.
- Coordinate CD4 Internship program under the guidance of the Internship Coordinator.
- Coordinate buses for the community and matters with the GSD department.
- Work with the Office Manager to make sure all office rosters and record databases are kept up to date.

The Candidate: The ideal candidate possesses a passion for making meaningful, sustainable change in Los Angeles and is ready to work in a high-energy, openly collaborative work environment. Profiles for a successful candidate would likely have excellent interpersonal skills, strong oral and written capabilities, and knowledge of event and meeting coordination and delivery. A strong candidate may have education experience in public policy, communications, business, public administration, economics, or law OR experience in civic engagement, advocacy, 4th District communities, or working with L.A. City Government.

To Apply: Please send a cover letter, resume and references to Adeena Bleich, Deputy Chief of Staff at adeena.bleich@lacity.org. Salary commensurate with experience in the $35,000-45,000 range.

This position is an exempt, at-will position and does not accrue civil service tenure. 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.