

## **SOUTH LOS ANGELES TRANSIT EMPOWERMENT ZONE (SLATE-Z),**

### **A Project of Community Partners**

**JOB TITLE:** Executive Assistant, SLATE-Z  
**SALARY RANGE:** \$21.63 to \$ 26.44, depending on qualifications  
**CLASSIFICATION:** Full Time Non-exempt  
**REPORTS TO:** SLATE-Z Executive Director

### **JOB DESCRIPTION**

#### **SUMMARY/OBJECTIVE**

Established in 2014 and led by Los Angeles Trade Technical College, the South Los Angeles Transit Empowerment Zone (SLATE-Z) is a historic and diverse partnership of more than 50 public, private, and community-based organizations working to move residents to economic opportunity. As a place-based initiative, SLATE-Z is home to nearly 198,000 residents in parts of Vernon Central, South Park, Florence, Exposition Park, Vermont Square, Leimert Park, and a small portion of the Baldwin Hills/Crenshaw neighborhoods. The name "Transit Empowerment Zone" was chosen out of a desire to capitalize on the compelling opportunities that new light rail lines and ongoing public transit expansion bring for neighborhood revitalization, and for connecting residents to education and economic opportunities.

SLATE-Z's comprehensive collective impact strategy intersects jobs, workforce development, education, public safety, and transit to tackle the 46% poverty level in the area – one of the highest urban poverty rates in the nation. As a result of its efforts, in June 2016, SLATE-Z was designated a federal Promise Zone by the U.S. Department of Housing and Urban Development in the third round of the competition. The SLATE-Z Partnership seeks to cut through bureaucracies to tackle intractable problems to reduce poverty in the area.

The SLATE-Z Partnership is comprised of a Steering Committee; Executive Committee; Resident Advisory Committee; five Work Groups focused on jobs, economic development, education, public safety, and transit; and 55 implementation partners. Each Work Group is led by 3 Co-Chairs who help set the agenda, goals and planning for their respective Work Group towards the achievement of goals included in SLATE-Z's 10 Year Strategic Plan.

The Executive Assistant reports to the Executive Director and works with other SLATE-Z staff, and staff affiliated with SLATE-Z as required, to support the work of the SLATE-Z Partnership.

#### ***The Successful Candidate/Summary***

SLATE-Z seeks a highly professional, detail oriented, effective communicator who is organized, can manage and track multiple tasks, who works well with others and has experience successfully working in a fast-paced environment to provide executive administrative assistance to support compliance with regulatory oversight requirements.

The Executive Assistant is responsible for tracking compliance with all grant and federal compliance deadlines. This position supports the Executive Director by maintaining an office wide calendar, work plan monitoring system and other filing systems. In addition to proactive scheduling and coordination of meetings, conferences and other SLATE-Z Partnership events, this position performs duties such as typing, financial record keeping, payroll assistance, obtaining supplies, coordinating direct mailings, and working on special projects. This position also answers non-routine correspondence, assembles highly confidential and sensitive information and will interact with a diverse group of important internal and external private and public sector leaders and elected officials. Independent judgement is required to plan, prioritize and organize a diversified workload and make recommendations as necessary on office practices and procedures.

The successful candidate will also be an individual who takes initiative, is comfortable in a start-up environment, is knowledgeable about the South Los Angeles landscape and is passionate about social equity.

The Executive Assistant performs essential functions as more fully described below.

### **ESSENTIAL FUNCTIONS**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### ***Support of Executive Director and SLATE-Z Program Support***

1. Assist the Executive Director in carrying out the SLATE-Z 10 Year Strategic Plan as a Federal designated Promise Zone by performing duties as assigned.
2. Meet regularly with Executive Director to provide status updates, troubleshoot in a start-up environment, and provide support as needed including other duties as assigned by the Executive Director to achieve SLATE-Z goals.
3. Work as a "team player" in cooperation with other SLATE-Z staff.
4. Work independently and with the SLATE-Z staff on special nonrecurring and ongoing projects. Act as project manager for special projects, at the request of the Executive Director, which may include, but not be limited to: planning and coordinating multiple presentations, disseminating information, coordinating direct mailings, e-mailings, social media campaigns and creating brochures.
5. Assist the Executive Director in preparing grant applications and completing reporting requirements.
6. Provide Executive Director with support as needed for budget forecasting and grants management.
7. Support Executive Director in maintenance of SLATE-Z finances. Activities include but are not limited to processing office travel and expenditure reimbursements, documenting corporate credit card expenditures, maintaining monthly budget, and drafting budget forecasting documents.
8. Provide written weekly, monthly, quarterly and annual status/project reports to Executive Director.
9. Develop and maintain good working relationships with SLATE-Z partners and provide Executive Director with regular necessary feedback and updates on those relationships.
10. At the direction of the Executive Director, help support the maintenance of and data entry into an office wide data management/CRM system.

### ***Scheduling, Filing and Logistics Coordination***

1. Act as a scheduling liaison to Executive Director for meetings with private and government agencies, including high level staff such as CEOs, presidents, agency managers and elected officials and their staff. Handle confidential and non-routine information and explain policies when necessary.
2. Type and design general correspondence, memos, charts, tables, graphs, business plans, etc. Proofread copy for spelling, grammar and layout, making appropriate changes. Responsible for accuracy and clarity of final copy.
3. Schedule and organize complex activities such as meetings, travel, conferences, and other SLATE-Z Partnership events for the Executive Director and for other members of the SLATE-Z staff as directed by the Executive Director.
4. Establish, develop, maintain and update filing system for the Executive Director and the SLATE-Z office. Retrieve information from files when needed.
5. Organize and prioritize large volumes of information and calls.
6. Answer phones for Executive Director and for the SLATE-Z office. Take messages or field/answers to all routine and non-routine questions.
7. At the direction and approval by the Executive Director, order office supplies, make facilities, technical assistance requests, and internet technology and computer support requests for Executive Director and SLATE-Z program.
8. Sort and distribute mail. Open mail as directed for the Executive Director. Draft written responses or replies by phone, email, or regular mail when necessary. Respond to regularly occurring requests for information.

### ***Maintenance of Calendar, Deadline Tracking and Support H.R. Form Completion***

1. Establish, develop, and maintain office wide calendar.
2. Track and calendar all HUD requirements for SLATE-Z Work Groups and SLATE-Z programs.
3. Assist Executive Director in tracking SLATE-Z Work Groups in their progress towards their respective annual work plans and the SLATE-Z 10 Year Strategic Plan.
4. Provide support as needed to the refinement of Work Group metrics and annual data scorecards, as directed by the Executive Director.
5. Track and calendar for recruitment, training, federal reporting requirements and deadlines related to the AmeriCorps Vista staff.
6. Track and calendar all local, state and federal grant deadlines and reporting requirements.
7. Track and calendar private grant deadlines and reporting requirements.
8. Assist Executive Director in managing payroll and human resources forms, such as illness, vacation and leave of absence forms.

### **COMPETENCIES**

1. Personal Effectiveness/Credibility.
2. Customer/Client Focus.
3. Technical Capacity.
4. Communication Proficiency.
5. Problem Solving/Analysis.
6. Ability to Manage Up.
7. Initiative.
8. Teamwork Orientation.
9. Problem Solving/Analysis.

## **SUPERVISORY RESPONSIBILITY**

While this position has no supervisory responsibilities, this position may also serve as a coach and mentor for other positions within SLATE-Z in the future.

## **WORK ENVIRONMENT**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, scanners and fax machines.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

This is a largely sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary. Additionally, weekly Work Group meeting preparation and site visits may include carrying lightweight boxes, supplies and equipment to and from meetings.

## **POSITION TYPE/EXPECTED HOURS OF WORK**

This is a full-time non-exempt position. Days and hours of work are at a minimum of Monday through Friday 8:30 a.m. to 5:30 p.m. Some evening and weekend work may also be required as job duties demand.

## **TRAVEL**

Travel is primarily locally during the business day, although some out of the area travel and overnight may be expected.

## **DESIRED EDUCATION AND EXPERIENCE**

1. Bachelor's degree or equivalent in policy, education, business or related field; Advanced degree preferred.
2. Experience in a start-up environment.
3. Experience working with South Los Angeles stakeholders, familiarity with the local area and any of the issue areas of the initiative (jobs and workforce development, education, economic development, transit, and reduction of violent crime).
4. Strong data acumen and ability to oversee complex shared measurement systems.
5. Minimum of 3 years relevant work experience, including work in a fast paced and high growth nonprofit, social enterprise, public sector, or business start-up environment.
6. Strong communication skills, including the ability to collaborate.
7. Strong facilitation and presentation skills before multiple types of audiences.
8. Bilingual Spanish speaker.
9. Strong organizational and technical skills including, but not limited to Microsoft Word, Excel, PowerPoint, Outlook, Google Docs, Adobe Acrobat Pro, etc.
10. Comfort with ambiguity and ability to thrive in a fluid, entrepreneurial environment; willingness to "roll up one's sleeves" and extend beyond formal responsibilities based on the needs of the work.
11. Patience, as sense of humor, humility and willingness to be a "servant leader" to facilitate full participation and leadership by partners.

## **AAP/EEO STATEMENT**

Community Partners® is an equal opportunity employer committed to a diverse and inclusive workforce. In addition, the organization will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.

## **OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

## **TO APPLY**

Applicants are requested to apply only by e-mail to the address below. Hand delivered or mailed applications will be disqualified.

Please submit a cover letter describing your experience living or working in South LA, and/or your significant knowledge of South Los Angeles. Your cover letter should include relevant experiences and qualifications. You are encouraged to use the cover letter to illuminate experiences, values and roles outside of work environments and personal goals.

The deadline for applications is **Thursday, February 22, 2018 by 5:00pm**. No applications received after that date will be reviewed.

Viable candidates may anticipate a preliminary phone interview and a possible in-person interview. An original writing sample will be generated at the second interview level.

We expect to fill the position in February or March of 2018.

Thank you for your interest.

Email documents to **both** of the following two email addresses:

[Sanderc@lattc.edu](mailto:Sanderc@lattc.edu) and [Effie.slatez@gmail.com](mailto:Effie.slatez@gmail.com)

Request a delivered/read receipt. If you do not receive a confirmation and/or transmission problems occur, contact our Communications staff at (213) 763-7281.