

Los Angeles Trade-Technical College Career Center | E5-413
 (Visit the Career Center or email Sec@lattc.edu to apply for posted positions)

Community Planning and Economic Development

Part Time

Job Title:	Grant Manager (posted 3/16)	Job Number: 5652
Hours/Days:	Monday- Friday	Salary: \$15/hr.
Approximate Location:	Los Angeles	
Requirements:	<p>Skills Requirements: Strong writing skills; Strategic thinking and analytical skills; Problem-solving skills; Organization skills; Accounting and budgeting experience; Effective communication; General computer skills; Ability to multitask; Risk Management.</p> <p>Job Description: This position is a part time job for candidates 18 years of age and older. In this position, you will develop strong strategic thinking skills while operating the department of a small community based business. In this position the Grant Manager will plan, prepare and implement budgets, research funding opportunities, monitor expenditure, identify support agencies and analyze financial data. Grant Manager provides leadership and direction for programs funded by federal, state, and private funds; oversee the financial administration of federal, state, and private grants. Assist in the budget development process and perform budget analysis duties.</p>	

Job Title:	Blight Coordinator (posted 3/16)	Job Number: 5650
Hours/Days:	Monday- Friday	Salary: \$15/hr.
Approximate Location:	Los Angeles	
Requirements:	<p>Skills Requirements: Organization and Leadership Skills; Data Entry and Record Keeping; Passionate about Social Justice; Awareness of Societal and Economic Inequities in BIPOC Communities; Ability to Interact and Communicate with Diverse People in Different - Contexts; Critical thinking and problem solving.</p> <p>Job Description: This position is a part-time job for candidates 18 years of age and older. This position trains you in acquiring the civic and communication skills needed for an entry-level position in city government. Blight coordinators are responsible for increasing URU's civic engagement by attending monthly neighborhood council meetings. Blight coordinators reach out to community stakeholders complaining about blight at council meetings and report any know presence of community blight. Blight is the presence of an eyesore or community crime such as bulk items thrown on the curb, graffiti, broken concrete, broken light fixtures, etc., that result in lower property values. In addition, neighborhood councils receive \$42,000 each year to support community activities. Blight coordinators are responsible for pursuing funding for blight cleanup reporting through submitting applications for neighborhood purpose grants and community improvement projects. Once funding is secure, blight coordinators oversee event staff engaging in blight reporting and parkway cleanups.</p>	

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Job Title:	Contracts Manager (posted 3/16)	Job Number: 5649
Hours/Days:	Monday- Friday	Salary: \$15/hr.
Approximate Location:	Los Angeles	
Requirements:	<p>Skills Requirements: Professionalism; Ability to Build and Maintain Strong and Positive Relationships; Strong Typing Skills; Experienced in Microsoft Office; Understand Internal and External Policies, Regulations and Laws; Negotiation Skills; Time management and Organization Skills; Attention to Detail and Strong Understanding of Legally Binding; Agreements.</p> <p>Job Description: This position is a part time job for candidates 18 years of age and older. This position will train you to attain the skills needed to oversee URU's government contract department. A Contract Manager will review, analyze, negotiate and execute an array of contracting opportunities that fall under the scope of the organization's mission. The Contract Manager will build and maintain relationships with vendors, clients, and other business connections. Training and mentorship is provided to attain in-depth knowledge on government contracts.</p>	