



**OFFICE OF THE MAYOR
ANTONIO R. VILLARAIGOSA**

AIDE TO DEPUTY MAYOR OF EDUCATION

Roles and Responsibilities

Communications, Scheduling, & Office Management

- Craft email and other letters of communication on the Deputy Mayor's behalf
- Create and maintain a schedule
- Direct and manage all correspondence, incoming and outgoing
- Oversee interface with mayoral staff, members of the public, and key city officials
- Ensure that the Deputy Mayor is prepared for meetings by conducting research and providing briefings, maps, articles, bios, and other relevant documents
- Complete all administrative tasks, including maintaining a database of contacts, organizing administrative records, ordering supplies, and attending meetings to take minutes

Research, Writing, & Policy

- Assist with the delivery and implementation of the Mayor's education policy initiatives
- Help monitor education legislation and funding opportunities on the federal, state, and county level
- Analyze and evaluate education policy proposals from partners and other stakeholders
- Conduct analytical research and prepare briefs and memoranda for the Mayor and Deputy Mayor
- Engage external stakeholders and partners, including institutions of higher education, education reform organizations, parent groups, charter and charter management operators, school-related labor organizations, and philanthropic groups
- Work closely with the Los Angeles Unified School District (LAUSD) School Board and Superintendent to ensure seamless coordination between City and District programs

Qualifications

The ideal candidate will have:

- Commitment to education reform
- Aptitude to work in a fast-paced, team-oriented, political environment
- Initiative and desire to exceed expectations
- Strong interpersonal and organizational skills
- Ability to complete multiple tasks while keeping a positive attitude
- Excellent verbal, written, & research skills
- Technical proficiency in Microsoft Word, Excel, and PowerPoint

Public service is a noble calling, and education is an absolute passion for Mayor Villaraigosa. A sense of profound commitment to both must be shared and exhibited by all who work for his administration.

Salary: Compensation will be negotiated within an established annual salary range commensurate with demonstrated skills and work experience.

Interested individuals should send a letter of interest and resume to Alysha Stein-Manes at alysha.stein-manes@lacity.org.