



Office of Mayor Antonio R. Villaraigosa

Program Assistant Job Description

Department: Mayor's Office of Gang Reduction & Youth Development
Summer Night Lights Program

Position: Summer Night Lights Program Assistant
Exempt Position

Description: The Gang Reduction and Youth Development (GRYD) Program is a comprehensive gang reduction program administered by the Mayor's Office of Gang Reduction and Youth Development. The GRYD program aims to effectively reduce gang related violence in specific geographic regions through the application of evidence based prevention, intervention, re-entry, and suppression strategies. The Summer Night Lights Program (SNL) is a violence reduction strategy that specifically targets the calendar period between July 4th and Labor Day Weekend, Wednesday through Saturday from 7 p.m. to midnight.

Duties and Responsibilities: The Program Assistant will report directly to the Director of Summer Night Lights. The successful candidate will demonstrate the following skill set:

- Schedule appointments and maintain supervisor's calendar and multiple calendars utilizing Google mail and calendar systems; prepare daily schedules, call lists, and backup materials; prepare travel directions; reserve conference rooms; receive visitors; arrange parking.
- Receive and respond to routine correspondence, following established procedures with limited management review.
- Receive, screen, and route incoming telephone calls and emails, furnish information when possible, and convey messages to appropriate personnel.
- General office tasks such as collating and assembling documents; accepting and delivering inter-department correspondence, photocopying/faxing correspondence and reports.
- Prepare and type drafts, articles, reports, proposals, charts, and a variety of routine correspondence using appropriate PC-based software packages for word processing, and spreadsheet applications.
- Proofread and edit drafts and final materials for appropriate and consistent format and correct punctuation, spelling and grammar.

- Operate office machines or equipment such as PC/Printer, Application software, Windows environment (Word, Excel, PowerPoint).
- Maintain general files for Director; detailed office records; record keeping and filing systems.
- Receive and distribute incoming mail, assemble correspondence for mailing, receive and transmit material using fax machine and collating and assembling documents.
- Monitor inventory levels of office and departmental supplies, initiate purchase orders as necessary to maintain proper inventory or meet department office supply needs.
- Track and process invoices for purchases made during the planning and program phase of the program
- Manage petty cash account and record expenditures.
- Work closely with SNL Director in the research of federal and private funding opportunities during the planning phase of the program.
- Work closely with SNL Director in drafting funding letters of intent, proposals, applications, and reports.
- Assist the SNL Director with the development of the program's annual budget.
- Provide support to SNL team members as needed.

Requirements:

- Bachelor's degree required
- 3-5 years experience in providing general administrative support
- Ability to communicate effectively orally and in writing
- Experience with development/fundraising work desired
- Strong organizational skills and excellent verbal and written skills
- Ability to analyze information and develop plans to address identified issues
- Excellent time management skills, well-organized, detail-oriented and ability to work both independently and under minimal supervision
- Strong interpersonal skills to develop and maintain cooperative, professional, and productive work relationships.

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

Deadline to Submit: Monday, February 14, 2010

Qualified candidates should send a cover letter and resume to:

Alicia K. Avalos, Director – Summer Night Lights Program
 Gang Reduction and Youth Development – GRYD
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