

Historic Core Business Improvement District

Administrative/Project Coordinator (Full time/Non-exempt/In-Person)

This position requires an experienced, versatile, organized, detail-oriented project manager with excellent interpersonal skills. The Project Coordinator must be able to manage administrative duties, independent contractors, and special projects in a fast paced, deadline driven environment. Excellent oral, written skills and diplomatic/protocol skills are essential. Must be able to self-manage and follow up on duties. Please have an extensive knowledge of administrative software, some basic creative programs such as Canva, and basic troubleshooting IT skills. Undergraduate degree required.

The tasks will include but are not limited to:

- Facilities, equipment and supplies management.
- Updating website on backend (WordPress) with agendas, press, and other page updates
- Preparing materials, packets and presentations for meetings, committees, off-site and staff meetings.
- Understanding and executing all aspects and protocols of public meetings.
- Working with the Executive Director to manage and schedule meetings and correspondence
- Attending meetings on behalf of the organization
- Project Coordination such as neighborhood improvements, permit renewals, farmers market, and other
- Coordinating internal resources and third parties/vendors for execution of projects.
- Developing and implementing detailed project plans.
- Researching and working with the Executive Director, Operations Manager, and marketing team to create, develop and design new programs, enhance existing programs, and execute their day to day and project-oriented projects
- Working with the Executive Director, Board, Committee and consultant on details of BID Renewal.
- Assisting the Executive Director as a liaison between BID property owners (stakeholders), businesses, residents, Los Angeles City and County officials and staff, departments, and other relevant community organizations.
- Assisting Executive Director with reporting requirements for City of Los Angeles including but not limited to quarterly reports and quarterly newsletters.
- Occasionally speaking on behalf of the organization in public comment
- Respect the need for confidentiality and sensitivity of information
- Assist the Executive Director with all other related assigned tasks

Health insurance (after 90 days) and Free Parking
Salary and Hours: Monday-Friday, On Call (as needed)

\$66,000 - \$70,000

The position is a full-time, salaried position. Must be willing to work occasional evenings and weekends, and be available as needed. Salary is commensurate with experience.

To apply:

Please email cover letter, resume and three references to
blair@historiccore.com

