



## **PROJECT ASSISTANT, 1542**

### **HOURLY:**

\$28.76 (Part-Time)

### **Position Overview**

The Project Assistant performs entry-level professional work to support the Department of Recreation and Parks coaching initiatives. Key projects include the Youth Sports CoachLA Playbook and the Women Coach Los Angeles (WCLA) program, which aims to recruit and train youth sports coaches with high-quality training and tools while fostering positive early sports experiences for youth in RAP leagues.

Under the supervision of the Project Coordinator, the Project Assistant is responsible for data entry, analyzing program data, preparing reports, publicizing the program, and supporting CoachLA training and implementation efforts. The Project Assistant will follow up with the training sites to ensure the appropriate reporting paperwork is available and completed, assist with gathering logistical information to share with program participants, and take the lead with inventory management and distribution.

### **Job Responsibilities**

- **Program Development, Implementation, and Evaluation:** The Project Assistant will assist in coordinating the development and implementation of the CoachLA Playbook, ensuring seamless execution across facility sites within Recreation and Parks; Establish and maintain effective communication systems between facility sites and external consultants involved in the initiative. Support the communication and dissemination of training requirements to partners and providers delivering coach training for RAP programs. Aid in the recruitment, onboarding, and training of part-time staff to serve as Ambassadors for the CoachLA Playbook, utilizing the Train the Trainer model. Contribute to the collection and analysis of program data, and assist in preparing evaluation reports to measure key performance indicators and overall program effectiveness.
- **Program Coordination:** Provide organizational support for year-round programs, including Women Coach Los Angeles (WCLA); Assist Project Coordinator in gathering department-wide data and insights for program improvement; Coordinate logistics for meetings, events, and training sessions, including securing venues, waivers, and managing operations for product and playbook distribution; Maintain databases, contact records, and progress reports to track program alignment with strategic plans and goals; tracks the progress of programs against goals and strategic plans; meets project priorities and deadlines; represents and builds support for the program.
- **Event Planning:** Provide logistical and operational support for events and training, including site selection, scheduling, and correspondence. Assist with the preparation of professional memorandums, written correspondence, meeting minutes, and marketing materials. Support onsite coordination and ensure seamless event implementation.

- **Marketing and Communications Support:** Assists the Project Coordinator to provide updates for the RAP website to ensure that program information is current and easily accessible by external stakeholders, including the content development of the CoachLA Hub online resources. Assists in the creation of content and messaging for various marketing materials, including program fact sheets, newsletter articles, event flyers and social media posts. Collects stories regarding youth, coaches, and staff impacted by the PlayLA Coach Plan and WCLA.
- Performs other duties assigned by supervisor(s) or designee.

### **Requirements**

- Associate degree or equivalent experience; Bachelor's degree preferred.
- Experience assisting with planning and managing events or programs.
- Strong written, verbal, and presentation communication skills.
- Proven ability to manage multiple priorities in a fast-paced environment.
- Experience with planning and managing large-scale events
- Proven ability to handle multiple projects at once
- Interest in working with underserved and underrepresented populations
- Ability to provide excellent customer service and be a team player
- Must be a self-starter, detail-oriented and reliable business professional
- Bi-/multilingual capabilities preferred
- Proficiency in Google Workspace, Microsoft Office applications, and database technologies

**License:** A valid California driver's license may be required.

### **How to Apply**

Qualified candidates should email a cover letter and resume to:

Email: [Lizka.Mendoza@lacity.org](mailto:Lizka.Mendoza@lacity.org)

Subject Line: "Coach LA Project Assistant -Your Name".

**Due Date: Friday, January 3<sup>rd</sup>, 2025**

Note: This Project Assistant position is an exempt, at-will position.