



Job Announcement Council District 7 -- Council Aide

Los Angeles City Councilwoman Monica Rodriguez is seeking a detail-oriented and organized professional to serve as a Council Aide in the Los Angeles City Hall Office. The Council Aide will provide support on a variety of administrative, operational, and clerical tasks in the office. The ideal candidate possesses a passion for making meaningful, sustainable change in Los Angeles and the Northeast San Fernando Valley, and is ready to work in a high-energy, and collaborative work environment.

RESPONSIBILITIES:

- Manage the front office of the Los Angeles City Hall Office -- the Council Aide will be the first person a constituent sees when they walk through the door
- Assist the Executive Assistant/Scheduler with handling administrative tasks, such as filing, sorting and processing mail, ordering supplies, answering and directing phone calls, managing certificate requests, and greeting and assisting guests
- Assist staff with community events and projects
- Helping with needs as they arise in a fast-paced environment

REQUIREMENTS:

- Ability to handle multiple assignments at once, work quickly and meet deadlines in a fast-paced environment
- The ability to write and communicate effectively
- Proficiency with Microsoft Office (Word, Excel, Powerpoint) and Google Suite Applications.
- Flexibility in working nights and weekends
- Fluency in Spanish is a plus

SALARY: Salary commensurate to experience with benefits package. Please submit resume to Doug Tripp doug.tripp@lacity.org with "**COUNCIL AIDE**" in the subject line.

This is an exempt, at-will position. The individual appointed to this position will not accrue any civil service tenure, contractual employment rights, or due process rights. The incumbent may be removed, without any finding of cause, by the hiring authority. The City of Los Angeles is an Equal Employment Opportunity Employer. As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodations to ensure equal access to its programs, services and activities. Please call (213) 744-9300 if you need assistance.