

**POSITION ANNOUNCEMENT
LOGISTICS & OPERATIONS ASSISTANT**

The Office of Councilmember Eunisses Hernandez is seeking a **Logistics & Operations Assistant** who will be assigned to make sure the Councilmember is on time to any meetings/events she has out in the community and ensure that she has all the necessary information to successfully participate in those events.

Duties include but are not limited to:

- Reporting on time on the days you are scheduled to report for duty;
- Remaining aware at all times of Councilmember’s schedule and location;
- Debriefing or reporting any scheduling conflicts to the Scheduling Team management;
- Assisting with certificate requests;
- Performing administrative tasks and office operations as needed and/or as requested by the Executive Staff.
 - Such tasks may include, but are not limited to, managing projects, deadlines, research, and providing front desk coverage.
- Sending “Thank You” notes (handwritten or electronic as requested) to coordinators, hosts and other contacts;
- Serving as staff person at event tables or booths and engage the public at large to increase public awareness of the work of the Councilmember’s office;
- Staffing the Councilmember at events, taking quality photos to be utilized by the Communications Team for public relations and social media;
- Analyzing and creating a plan based on the information covered in briefing papers for Councilmembers offsite events and meetings;
- Participating in “proactive outreach” by identifying communities/groups where the Councilmember may want to expand visibility and outreach;
- Assisting in managing the Office’s interaction, engagement and response internally and externally;
- Other duties as needed including but not limited to office operations such as coordinating movers, building maintenance, office supplies orders, replying to office emails and organizing the office.

The ideal candidate should have experience in the following:

- Fluency in communicating in Spanish, Cantonese and/or Mandarin.
- Demonstrated commitment to social justice and enthusiasm about Councilmember Hernandez’s policies, priorities and values.
- Diligence, high ethical standards, focus, flexibility, a capacity for hard work, and a willingness to work closely with multiple team members.



- Compassion, commitment to, and enthusiasm for addressing the concerns and needs of CD1 constituents.
- Deep knowledge of and ties to District 1 is encouraged.
- Must be a team player.

Salary and Benefits

The position is full-time and exempt from Civil Service. Yearly Salary Scale: \$55,854.00 - \$62,034.48. Compensation will be based on experience and commensurate with experience, and includes a high-quality benefits package; 13 paid holidays per year; flexible plans for multi-option health, dental, and vision coverage; and family and domestic partner leave.

In accordance with Los Angeles City Ordinance 187134, candidates must meet the minimum requirement of being fully vaccinated against COVID-19 or receive an exemption and report their vaccination status prior to being hired by the hiring City department. The ordinance is available at https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf.

If you are interested in applying, please provide a cover letter and resume when completing our online application at bit.ly/CouncilDistrict1Jobs.

The City of Los Angeles values diversity, equity, and inclusion in its workforce. We encourage any and all qualified individuals to apply, regardless of their racial or ethnic background, sex, gender identity, or any other protected trait or characteristic.