

CITY OF WEST HOLLYWOOD

STRATEGIC INITIATIVES PROGRAM ADMINISTRATOR

STRATEGIC INITIATIVES DIVISION

\$8,198 – \$10,475 monthly—Plus Excellent Benefits

The City of West Hollywood is like no other city in the world. The City has a strong progressive voice and a rich history of community activism and involvement. Located in the heart of metropolitan Los Angeles, the City of West Hollywood was incorporated in 1984. At only 1.9 square miles, West Hollywood is a robust economic and cultural center instilled with idealism, innovation, and civic pride. The City of West Hollywood offers an engaging and positive workplace setting that embraces people from diverse backgrounds and encourages creativity.



THE DIVISION

The Strategic Initiatives Division is responsible for the City's Homeless Initiative, the Aging in Place/Aging in Community Strategic Plan, the Los Angeles County Lesbian and Bisexual Women's Health Collaborative and City and collaborative efforts to reduce poverty. The Division will provide oversight of contracts related to these initiatives, and community engagement efforts on related issues. The Division will also be responsible for providing staff support for the City's Lesbian and Gay Advisory Board and the Women's Advisory Board. Division staff will also engage with other City Commissions and Advisory Boards on issues within the Division's purview.

Staff from the Strategic Initiatives Division will also participate in local and regional efforts on homelessness, healthy aging, lesbian and bisexual women's health, poverty reduction efforts, LGBT and women's issues.

Division staff will respond to concerns about homelessness in residential and commercial areas, and participate in neighborhood and business organization meetings to address issues for both those who are experiencing homelessness and those who are impacted.

THE IDEAL CANDIDATE

This is an excellent opportunity to **be an integral part of a newly established division**. The ideal candidate is driven, **self-motivated, detail-oriented** and is able to handle various projects while working comfortably in a **fast-paced environment**. Experience **managing grants, contracts and large-scale, complex projects** is essential in this position.

This position requires **strong communication and presentation skills**, as the Strategic Initiatives Program Administrator will regularly interact with and disseminate information to community members, elected officials and various stakeholders. The incumbent should have a **history of successful direct client interaction and recent experience working with diverse populations**. The ideal candidate also has **demonstrated experience with government processes** and is adept and **gathering, analyzing and presenting data**.

MINIMUM QUALIFICATIONS REQUIRED

Bachelor's degree from an accredited four-year college or university in a related field ; Master's degree is preferred; **AND four to five years of progressively responsible related experience**; or, any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Deadline to submit applications: Tuesday, September 4, 2018 at 5pm

Applicants must submit a completed online City job application and supplemental questions by the filing deadline. To apply and view additional job information please visit www.weho.org/services/employment. If you are unable to submit your application materials online you may contact (323) 848-6860. AA/EOE. The City of West Hollywood is an equal opportunity employer. The City provides equal employment opportunities (EEO) and prohibits harassment and discrimination in employment because of race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, mental and physical disability, medical condition, genetic information, military and veteran status, age and pregnancy. If you have questions or need special accommodations with the recruitment process please contact: Seantea Stewart at (323) 848-6365 or stewart@weho.org.

