



PROJECT ASSISTANT
(TEMPORARY EXEMPT EMPLOYMENT OPPORTUNITY)
Exempt Employment is based on a short-term, as-needed basis
No Benefits (no/medical/dental/retirement benefits)

POSITION(S) AVAILABLE:

[Los Angeles Environmental Learning Center at Hyperion](#)

12000 Vista del Mar, Playa del Rey, 90293

HOURLY RATE:

\$24.62/hour

DUTIES AND RESPONSIBILITIES:

The Project Assistant (PA) will provide administrative and operation support, under the supervision of the ELC Administrative and Operation managers. The PAs responsibilities will include, but are not limited to:

- Organizing, planning, training, and coordinating tours and programs with environmental and educational partners;
- Assist with designing and updating training programs directed at students, educators, and/or environmental organization members, course content, coordinate learning curriculum with local school districts, conduct assessment and analysis to identify new development needs;
- Assist with managing & coordinating the maintenance activities of the ELC, inspect, and diagnose non-exhibit related ELC equipment and features on all floors of the ELC, including the equipment and electronics of the Learning Lab & Auditorium, and routinely operate and observe the exhibits and ELC center components during startup, daily operations, and end of business day for any needed upkeep and coordinate with contractor and/or plant staff as needed for maintenance and repair;
- Interact with public and private groups/schools/organizations to schedule and conduct tours of the ELC. Assist with the schedule of group tours, speakers, and program events;
- Assist with developing and implementing projects and programs with community and environmental partners to grow and expand LASANs mission;
- Answer phones, and setup appointments via Gmail calendar and/or Gmail email. Will be required to conduct a tour of the ELC, including all floors and rooms, and explain the features of each exhibit;
- Perform light maintenance such as wiping/sanitizing each specific exhibit using microfiber clothes and green product cleaning solutions safe for monitors/glass, acrylics, and electronics.

APPLICATION INSTRUCTIONS:

Email cover letter and completed City of LA application to: san.elc@lacity.org

The subject line should read: Exempt Project Assistant, ATTN: Kenneth

You can download the application here: <https://per.lacity.org/application.pdf>

Apply before Monday, March 20 at 11:55pm

* You may also apply in person at the [Public Works Career Fair](#) on March 16, 2023