

City of Los Angeles Department of Recreation and Parks
PLAYLA/ADAPTIVE DIVISION

Part-Time Project Assistant

Available Hours: Up to 20 hours per week

Various shifts: Monday-Friday, 9:00am-5:00pm; Saturdays, 8:00am - 6:00pm

Hours are not guaranteed and are based on operational needs; programming times may vary.

Job Description: Provide part-time support in the PLAYLA/Adaptive division in the following areas: planning and coordinating events, developing and posting social media content, marketing and attending outreach events.

Location: Various locations

Responsibilities to include:

Social Media:

- Engage with followers on all platforms
- Develop and maintain social media content to include photos, videos and campaigns.
- Analyze social media strategies and identify recommendations for content improvement
- Attend Play LA/Adaptive events for social media content
- Monitor and collaborate with internal and external department stakeholders, partners, and organizations.
- Stay updated on social media trends

Planning:

- Assist with planning and coordinating Play LA and Adaptive events.
- Attend community and department events as assigned.
- Assist with distributing marketing material including flyers to community groups and schools.

Office Clerk:

- Prioritize tasks and assignments
- Provide customer service for all incoming calls and directing calls to appropriate personnel
- Organize and maintain office records and databases
- Maintain and organize inventory, marketing materials and office materials

To Apply Please Email a Resume to:
rap.universalplay@lacity.org

Attention: Caroline Lammers or
Kelly Caldwell

Last Day to Apply:

Open **until filled.**

For candidates seeking initial City employment, in accordance with Los Angeles City Ordinance 187134, information regarding COVID-19 vaccination requirements as conditions of employment be found at:

https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf