

**City of Los Angeles
Department of Recreation and Parks
Planning, Construction and Maintenance Branch
REAL ESTATE DIVISION
221 N Figueroa Street
Los Angeles, CA 90012**

**PART-TIME
PROJECT ASSISTANT**

**Starting: \$29.80 hourly
NUMBER OF POSITIONS AVAILABLE: 2**

Hours: 20 hours per week

Option 1:

Monday – Friday: **8:00AM – 1:00PM**

Option 2:

Monday and Wednesday: **8:00AM – 4:30PM**

Friday: **8:00AM – 1:00PM**

Option 3:

Tuesday and Thursday: **8:00AM – 4:30PM**

Wednesday: **8:00AM – 1:00PM**

Job Summary

The Department of Recreation and Parks is seeking a highly organized and detail-oriented Project Assistant to join our Real Estate Division. The ideal candidate will assist in managing the Department's real estate portfolio, ensuring all property transactions, from leases to licenses, are handled with precision and in full compliance with relevant regulations. This is a unique opportunity for a motivated professional to not only manage critical administrative tasks but also to contribute innovative ideas that will shape the future use of public spaces.

Key Responsibilities

- **Real Estate Transaction Management:** Investigate, evaluate, and provide expert recommendations on a wide range of real estate transactions, including the preparation and review of contracts, leases, permits, and license agreements.

- **Inter-Agency and Stakeholder Coordination:** Serve as a primary point of contact for collaboration with other City Departments, private organizations, and governmental agencies to facilitate seamless project execution.
- **Comprehensive Reporting:** Prepare and maintain a variety of professional documents, including project status reports, detailed Board Reports, official recommendations, and inter/intra-departmental memorandums.
- **Process Improvement:** Proactively propose and implement new ideas and procedures to enhance the accuracy and efficiency of our real estate management systems.
- **Strategic Planning:** Develop and present recommendations for the optimal use and management of Department-owned property.

Qualifications

- A minimum of three (3) years of proven experience in property or real estate management.
- Strong knowledge of local, state, and federal real estate laws and regulations.
- Exceptional organizational skills and the ability to effectively manage multiple projects simultaneously.
- Excellent written and verbal communication skills, with the ability to build strong professional relationships.

Preferred Skills and Attributes

- An Associate's or Bachelor's degree in Real Estate, Business Administration, or a related field is highly preferred but not required.
- A valid Real Estate License is highly preferred but not required.

How to Apply

For consideration, please submit your resume and a cover letter detailing your relevant experience at <https://bit.ly/raprealestate>. For questions related to this position, email rick.tonthat@lacity.org. We thank all applicants for their interest, however, only those selected for an interview will be contacted.

LAST DAY TO APPLY: OCTOBER 20, 2025