



Job Announcement
Project Assistant (6-month grant-funded position)
Move LA, a project of Community Partners

Full-time position (40 hrs/week)

Located in downtown Los Angeles, CA

Salary commensurate with experience

Benefits: Health care, sick leave, vacation.

Application Deadline: Dec. 31, 2011

Send resume and writing sample to: jobs@moveLA.org, no calls please.

Move LA is building a broad constituency that advocates for the development of a comprehensive, diverse, robust, clean and financially sound public transportation system and forward looking transit-oriented land use policies in Los Angeles County. Move LA is a project of Community Partners, non-profit organization under 501(c)3. Move LA is looking for a full-time project assistant to work in a grant-funded position for six months.

Responsibilities:

- Staff a regional working group on SB 375 implementation
- Monitor public agency meetings including reviewing agendas, attending meetings and reporting back
- Conduct policy research on transportation, land use, transit-oriented development, green house gas reduction strategies and related topics
- Write content for website and blogs
- Outreach to elected officials and organizations.
- Other tasks as assigned

Requirements:

- Policy or organizing experience
- Commitment to expanding transit in Los Angeles County
- Good writing skills
- Strong coordination skills and ability to juggle multiple projects
- Personable team player
- Expertise in computer software: Word, Excel, PowerPoint, Outlook
- College degree or equivalent experience

Desired:

- Flexible and resourceful in getting the job done
- Willing to learn and try new approaches
- Interested in public transportation and urban planning
- Flexibility to occasionally work weekends or evenings