

**ANNOUNCEMENT OF POSITION  
OPENINGS AS OF  
1/25/2017**



The YWCA is a women's membership movement whose mission is the empowerment of women and the elimination of racism. The YWCA Greater Los Angeles/Job Corps Center is an “equal opportunity employer/program” and “auxiliary aids and services are available upon request to individuals with disabilities”. We serve the needs of women, youth and children. The following positions are available:

*~ YWCA Greater Los Angeles ~*

**DIRECTOR OF BUSINESS DEVELOPMENT:** Will focus on identifying, cultivating and stewarding corporate prospects and donors to support the YWCA GLA’s operations, maintenance, and programs. Incumbent will maintain calendar to ensure timely submission of letters of inquiry, proposals, reports and work with the VP of Business Development and Communications to ensure the attainment of resources through grants, contracts, collaborative, events, planned giving, In Kind, internal campaigns, membership and diverse funding. **Requirements:** BA degree with five (5) to seven (7) years of progressively responsible and successful experience in managing fund development programs in non-profit organizations. Must have grant writing experience and event planning.

**PROJECT COORDINATOR:** This position is responsible coordinating events, volunteers and participants/clients, as well as working with community member and partners in the Walnut Park and East Los Angeles area. Duties will include implementing objectives and achieve identified outcomes intended to reduce the prevalence of obesity among low income Supplemental Nutrition Assistance Program-Education by providing nutrition education and physical activity promotions to a eligible population. This position will develop and manage program budgets, monitor the achievement of performance measures and submit narrative, fiscal and statistical programmatic reports and source documentation as required. **Requirements:** BA degree in Public Health, Public Policy, Public Administration or Masters of Science in Nutrition. Experience implementing public health projects in underserved communities. Minimum five years of experience working with diverse community groups, partnerships and staff. Three years managing programs in a medium to large nonprofit organization, public agency or related agency. Public speaking required. Bilingual (Spanish) proficiency skills preferred. Valid California driver’s license and own vehicle required. **(Walnut Park)**

**STAFF ACCOUNTANT:** This position is directly responsibility for handling monthly payroll accounting and some accounts payable. Duties include but not limited to payroll processing, payroll reporting, payroll journal entries and fiscal analysis, including preparing and processing accurate data for the records of the Association and its related business activities. **Requirements:** BA degree in Accounting, Finance or Business. Three years of experience in a Nonprofit finance/accounting environment with fund accounting experience and accounting entries relating to government contracts and grants. Must have advanced knowledge of Microsoft Excel and Word. Must have the ability to analytically create Excel spreadsheets using formulas, charts and data tools. General knowledge of GAAP, OMB Uniform Guidance Requirements.

**COUNSELOR/THERAPIST:** Is responsible for conducting treatment for individuals, family, and group counseling for the YWCA Sexual Assault department. Will provide support services to participants as appropriate, to include, but not limited to information and referrals, counseling and crisis intervention. Perform outreach to the community and professional organizations. Working as an integral part of intervention services, the Counselor/Therapist will ensure integration of the counseling services promote into various aspects of intervention services such as hotline, advocacy accompaniment, outreach and prevention. **Requirements:** Masters in Social Work or Licensed in Social Work. **(Angeles Mesa)**

**HEALTH EDUCATOR:** This position is responsible for the coordination and delivery of activities and services that promote physical activity and healthy eating as identified in the Champions for Change Initiative in Walnut Park and/or East Los Angeles. Duties will include providing nutrition education workshops, coordinating participants/clients, volunteers and working with community members and partners to implement objectives and achieve identified outcomes intended to reduce the prevalence of obesity among low-income Supplemental Nutrition Assistance Program-Education eligible populations by providing nutrition education, physical activity promotion, and working to create healthier environments for low-income individuals and families where they live, learn, work, play, pray, and shop. This position requires working with community partners at identified institutional settings consisting of local schools, churches as well the two centers in Walnut Park and/or Union Pacific to carry out strategic institutional and environmental strategies outlined in the Scope of Work for the Champions for Change initiative. **Requirements:** BA degree in Public Health, Social Work, Social or Behavioral Sciences. Two years paid or volunteer experience providing culturally appropriate nutrition education and/or physical activity classes. Experience working in underserved communities. Demonstrated ability to communicate effectively verbally and in writing. Experience developing and maintaining working relationships with agencies and organizations interested in public health care. Bilingual (Spanish) proficiency skills preferred. Valid California driver's license and own vehicle required. **(Union Pacific)**

**FT/PT/ON-CALL AB12 RESIDENTIAL ADVISORS:** Deliver activities to youth that promotes safety, independence, integration and autonomy by developing a Success Care Plan with resident. This program is implemented in accordance to Assembly Bill 12 regulations for SILP housing. Incumbent will support youth participation in education, vocational and employment programs through weekly meetings. Maintain appropriate records as it related to the safety, upkeep and sustainability of all residents. Participate in weekly staff meetings and reports on progress and challenges of assigned residents. Assists in the evaluation of the program, to include but not limited to preparation of written reports and collection and analysis of program statistics. **Requirements:** AA degree or one (1) to two (2) years experience providing services to transitional age youth, foster and probation youth. Experience working with diverse cultures. BA degree in social work preferred. **(Studio Club)**

**FT MAINTENANCE:** This position is responsible for performing a variety of semiskilled tasks to the care and maintenance of buildings, equipment and grounds. Routine cleaning of inside/outside of building, including but not limited to dusting, vacuuming, scrubbing, trash removal and minor building repairs. **Requirements:** Must have a minimum of two years' experience performing custodial tasks and general repairs in a commercial building. Knowledge of commercial cleaning supplies and operation and maintenance of cleaning equipment. Must have a valid California driver's license and insurance. **(Compton F/T, Walnut Park FT)**

**ASSOCIATE TEACHER:** This position is responsible to assist teachers in implementing high quality state funded Child Development programs. Assisting with program curriculum, planning and implementation of age appropriate activities that enrich academic skills. Provide careful and effective supervision of children's activities as assigned by the program Center Director and Lead Teacher. **Requirements:** 12 units in Child Development and Associate Teacher permit.

❖ **VOLUNTEER OPPORTUNITIES:** Please contact Vanessa Robinson, for Sexual Assault at 562-590-6400 and Darnetta Dartest, for programs/events volunteer information at 213-251-1338 or via e-mail [Darnetta.dartest@ywcagla.org](mailto:Darnetta.dartest@ywcagla.org) or [Vanessa.robinson@ywcagla.org](mailto:Vanessa.robinson@ywcagla.org)

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~ **Los Angeles Job Corps Center** ~

**RESIDENTIAL ADVISORS (Full-Time & On-Call):** Monitors students that live on residential floors to ensure compliance with the rules and regulations of the Center. Fosters an atmosphere conducive to character development through the encouragement of favorable behavior patterns. Facilitates prompt and appropriate assistance in the event of injury, illness, traumatic experience, and emotionalism; responsible for documenting student activity and incidences. Shifts needed are Prime (3:30 p.m. - 12:00 a.m.), Graveyard (12:00 a.m. - 8:30 a.m.) *Weekend-LT* (varies). **Requirements:** Associate's Degree preferred in a behavioral science, recreation, or related field, and a minimum of one (1) year experience working with the youth. Experience working in a residential facility, preferred. **Maintenance of a valid CA driver's license and proof of driving record acceptable to the Center and its insurance carrier.**

**CENTER PROTECTION OFFICERS (Full-Time & On-Call):** Patrols Center grounds, manages front desks for guests sign-in and temporary badges distribution, monitors that all staff and students wear ID badges, and ensures the safety of staff, students, and visitors. Control, surveillance, identification, monitoring, investigation, and reporting of all matters pertaining to center property, facilities, students, staff, and visitors. Shifts needed is Prime (3:30 p.m. - 12:00 a.m.) **Requirements:** High School diploma or equivalent, minimum of one (1) year security or relevant experience required. Active Guard Card preferred. Excellent customer service skills, working with youth, preferred, must be available to work a varied schedule. **Maintenance of a valid CA driver's license and proof of driving record acceptable to the Center and its insurance carrier.**

**TEACHERS, ACADEMIC (Full-Time & On-Call):** Instructs students in educational areas of math, reading, and language skills in accordance with approved curriculum. Develops and implements supplementary training materials designed to enhance the learning process. Provides a classroom atmosphere conducive to learning. Develop and maintain individual student records. Serves as a member of assigned Student Evaluation Panel (ESP). Maintains linkages with other teachers and instructors to provide input on student progress. **Requirements:** Bachelor's degree in education or related field with emphasis on skills and disciplines to be taught. **Valid California Teaching Credential** in Multiple Subjects. Minimum of one (1) year teaching experience, proficiency and/or certification in Microsoft Office 2007 programs, (Word, Excel & PowerPoint) preferred. **Maintenance of a valid CA driver's license and proof of driving record acceptable to the Center and its insurance carrier**

**CLINIC SUPERVISOR:** Monitors and assists in providing ambulatory care to students and ensures that complete and accurate medical records are maintained on all students. Collaborates with the center physician and nursing manager in developing the appropriate level of patient services and the day-to-day operations of the department. Maintains communication with all off-Center referrals and health care providers for our students to ensure quality of care. Assists physicians and nursing staff in arranging for students referrals when required. Ensures all required reports involving injuries or occupational illnesses are completed and submitted in a timely manner. Coordinates daily activities and staffing to ensure that high demands for service and staff availability are congruent. Monitors and overseeing medical/nursing operations within the clinic; assessing triage/walk-in patients for urgent assists, case management of individual patients for continuity of care. Provides oversight of case management of processes, procedures and plans for chronic care students. **Requirements:** Nursing Degree and a current license to practice profession in the state of California. Two years experience in medical facility or other directly related nursing experience. Demonstrated ability to relate to and identify with specific needs of students. **Maintenance of a valid California Driver License and a driving record acceptable to the Center's insurance company.**

**DRIVER/MESSENGER (Part-Time)**: Transports students and Center staff daily to destinations. Transports vehicles for maintenance servicing. Daily inspections and regular refueling of vehicles. Shifts may include day, evening, and weekend hours, as needed and available. **Requirements:** High School diploma or equivalent. Knowledge of automotive equipment and maintenance procedures. Positive interpersonal skills. Experience working in diverse cultural settings. Ability to relate to and identify with the specific needs of students. **Maintenance of a valid Class B California Driver License with air brake certification and a driving record acceptable to the Center's insurance company.**

**ACADEMIC EDUCATION MANAGER**: Plans, develops, implements and evaluates specific program activities to achieve outcomes for the center. Utilizing instructional strategies and materials to facilitate a learning environment where students learn based on individual needs to achieve skills needed in the workplace. Planning, scheduling and coordination of Academic Education Program areas; implementation, direction and leadership in quality and effectiveness of instruction in all areas of Academic Education; i.e., Literacy, Numeracy, ESL/ELL, GED, Wellness, Information Technology, Employability Skills, Diversity and Driver Education. Maintains oversight and takes corrective actions as needed to ensure maintenance of the Outcome Measurement System (OMS). **Requirements:** BA or BS in Education or related field. Valid Teaching Credential preferred (out of state accepted). Experience in teacher or career management training or other activities which demonstrate leadership and communication skills. Three (3) years related experience includes administrative and supervisory experience, program design and curriculum development, preferably within vocational/career technical training. **Maintenance of a valid CA driver license and a driving record acceptable to the center's insurance company.**

All positions at sites with children require fingerprint clearance. Current employees of the YWCA GLA are to complete the Internal Job Posting Application in the SOP. Current employees of Job Corps are to complete a Staff Transfer Request External Application with and updated résumé attached that may be received up to seven days from initial posting. For further job opportunities with the YWCA/LA Job Corps Center, please check our websites at [www.ywcagla.org](http://www.ywcagla.org) or [www.losangeles.jobcorps.gov](http://www.losangeles.jobcorps.gov).

**SUBMIT APPLICATIONS & RESUMES TO:**

YWCA Greater Los Angeles  
Attention: Human Resources  
1020 South Olive Street, 7th Floor  
Los Angeles, CA 90015  
PH: 213-365-2991 / FAX: 213-251-1350

YWCA/Los Angeles Job Corps Center  
Attention: Human Resources  
1031 South Hill Street, 1<sup>st</sup> Floor  
Los Angeles, CA 90015  
PH: 213-743-5108 / FAX: 213-743-5125

*Employment applications may be obtained and returned to the above locations between the hours of 9:00 a.m. and 4:00 p.m., Monday through Friday.*

*EEO/AAP/M/F/H*