Los Angeles County Department of Public Health
(Bicycle Master Plan Cooperative Outreach Program)
“PROJECT ASSISTANT”
Active Transportation Outreach Assistant – Job Description
Position: Part time (28 hours per week)
Salary: $27.00 an hour

The following provides a general description of duties and a more specific description of requirements for the Outreach Assistant. Please note that the summary of responsibilities and required abilities identified below are not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

The Outreach Assistant will support the implementation of the Active Transportation Outreach Program under the direction of the Outreach Coordinator. This program will build support for and gain input into the development of bicycle and pedestrian amenities in Los Angeles County unincorporated areas.

- Engage with a variety of stakeholders including residents, community leaders, community based organizations, churches and businesses.
- Educate and collect input from community members and key stakeholders about bicycle and pedestrian friendly improvements.
- Prepare for and help facilitate community workshops, meetings, walk/bike audits, and similar outreach activities.
- Create flyers and informational materials on the benefits of walking and biking.
- Distribute information and engage community members at health fairs, festivals, and other community events.
- Organize bicycle and pedestrian counts in priority communities.
- Train community partners to educate residents and decision makers about public health benefits of walkable and bikeable communities.
- Table at community events to gather community input and education community memebers.
- Other duties as assigned by the Project Manager and PLACE Program Director.

Minimum Qualifications
- A Bachelor’s Degree from an accredited college or university – AND – One year of experience conducting community outreach.
- Valid California driver’s license, proof of vehicle insurance, and reliable transportation or ability to secure timely transportation for travel to a variety of sites throughout Los Angeles County.

Desirable Qualifications
- Ability to fluently speak and write Spanish.
- Experience conducting outreach in culturally and economically diverse communities.
- Experience speaking with community members about walking, bicycling, or other health-related topics.
- Experience planning and preparing for community meetings or workshops.
- Experience working with children.
- Interest in making communities more bikeable and walkable.
- Excellent oral and written communication skills.
- Skilled in the use of Microsoft Office.
- Experience with Adobe Photoshop, Illustrator, and InDesign.

Qualified candidates should contact Arlene Apodaca (arlene.apodaca@p-i-d.biz), Frances Martinez (frances.martinez@p-i-d.biz) or upload your resume and cover letter to www.partnersindiversity.com

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