

# PROJECT ASSISTANT (MARKETING)



**PART-TIME TEMPORARY EMPLOYMENT OPPORTUNITY (\$24.62/HR)\***

\* subject to change

## REQUIREMENTS

Experience in Marketing, Digital Analytics, Event Planning, Graphic Design, CRM, and Copyediting

OR Knowledge of:

- Social media platforms, Eventbrite, MailChimp, Survey Monkey, and other digital communications tools
- Organizing campaigns, developing effective outreach & marketing strategies to reach an entire City population.
- Diverse neighborhoods within the City of Los Angeles
- Thorough research; updating findings to spreadsheets, databases, and inventories
- Data analysis and presentation tools such as Hootsuite, Google Analytics, Tableau, Arc-GIS, Prezi, Canva
- Field photography, videography, and video editing

## DUTIES

A Marketing Project Assistant performs a variety of entry-level professional work and will be trained to assist with marketing, event planning, photography/videography, public outreach, and analytics. Other duties may include preparing interoffice or departmental memos, letters, email, reports, presentations, promotional collateral, and other general office duties as necessary. Work location is downtown Los Angeles. Some nights and weekends required as needed for events.

## METHOD OF EVALUATING CANDIDATES

Applications will be reviewed in order to identify candidates whose qualifications and experience are closely related to the position's duties and responsibilities. Candidates will be interviewed for their skills, knowledge, abilities, and personal qualifications. Fluency in Spanish and/or Mandarin is a plus. Current and former supervisors may be contacted as part of the evaluation process. Cover letter and resume are strongly encouraged with the required application.

**DO YOU THINK OUTSIDE THE BOX? DO YOU HAVE OUTSTANDING PEOPLE SKILLS?**

**DO YOU ENJOY A FAST-PACED, DIVERSE WORK ENVIRONMENT?**

**DO YOU HAVE A GREAT ATTITUDE AND WELCOME NEW CHALLENGES?**

**DON'T WAIT! APPLY BY 3/20/23!**

Interested candidates must submit a City of Los Angeles job application. You can download an application online at [per.lacity.org/application.pdf](https://per.lacity.org/application.pdf). A cover letter and application must be scanned and emailed to: [SAN.MARKETING@LACITY.ORG](mailto:SAN.MARKETING@LACITY.ORG). In the subject line, please type "Marketing Project Assistant."

**View more job listings at [www.lacitysan.org/careers](https://www.lacitysan.org/careers)**



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