



GWNC Administrator – Job Description

Rev. 2021-06-21

The Greater Wilshire Neighborhood Council (GWNC) Administrator provides in-person and remote administrative and meeting support for the Board and its Land Use Committee.

Hours & Rate

- Ongoing placement for up to 12 hours per week
- \$15.00 - \$16.00/hour (set by City of Los Angeles)
- Days and hours are flexible
- Required meetings from 6:30 to 9:30 p.m. on the 2nd Wednesday and on the 4th Tuesday of each month

Standards & Requirements

- Works from home (or equivalent) with regular access to broadband internet
- Access to a personal computer (Windows 10 or Mac OSX 10.14 or higher, laptop preferred)
- Access to and proficiency in MS Word and Excel, Adobe Reader, Zoom, and email
- Can be reached by mobile phone, text, or email
- Professional, with good verbal and written communications (English)
- Good at speaking/ corresponding with public officials and private sector representatives
- Prior knowledge of City Government and/or Neighborhood Council system a plus
- Organized with attention to detail
- Manages deadlines and priorities independently, also works collaboratively
- Takes good notes; types at least 35 WPM
- Can attend meetings in-person, by phone, and virtually
- Shows good judgment; safeguards privacy
- Vaccinated against COVID-19 (as legally allowable)
- Will work through City-approved staffing vendors



General Duties

Land Use Committee: Works with chair and secretary on the crafting of agendas; confirms meeting space; invites applicants to present to the committee; uploads supporting documents to the cloud; prints meeting documents as needed; assists with Zoom (limited); arranges welcome table with sign-in sheets; assists applicants with PowerPoint projections; takes notes on motions, votes, and follow-ups; files documents after meeting; maintains “Land Use Tracker” project database; places approved committee motions onto Board agenda; maintains committee member roster and training records; collects and scans mail from GWNC P.O. Box.

Board Meetings: Confirms meeting space; provides support to stakeholders and guests; prints meeting materials as needed; arranges welcome table with sign-in sheets; takes notes on motions, votes, and follow-ups; collects items and files documents after meeting; prepares forms and letters for electronic signatures.

General Board Support: Maintains board roster and training records; assists members with onboarding and orientation; provides support to officers; reports to board secretary on board member and committee member training status; maintains storage inventory; etc.

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Please send cover letter and resume, as well as any questions, to staffing@greaterwilshire.org. Thank you.