



## **Resource, Outreach & Partnerships Coordinator Office of Reentry**

Department: Mayor's Office of Economic Opportunity  
Location: Los Angeles City Hall  
Terms: Full-Time Exempt

The primary function of the Office of Reentry is to assist in the formulation of policies and programs that support formerly incarcerated individuals to secure stability, resources, employment, housing, and reunification with their families, with the goal of reversing the cycle of long-term unemployment, instability, and displacement that grips the formerly incarcerated population. The Office of Reentry serves as a resource convener and collaborator for a variety of stakeholders to address the short-term and longer term needs of Los Angeles' formerly incarcerated population, serving a vital role in policy advocacy and program development. The Office of Reentry works to create, support and influence programs and policies aligned with the Mayor's priorities and "Back to Basics" outcomes, specifically those impacting public safety, economic development and immigration.

### **Duties and Responsibilities:**

The Resource, Outreach & Partnerships Coordinator will be responsible for cultivating connections between city, county, state, federal, and private resources focused on housing placement, employment equity, and other supportive services for formerly incarcerated individuals, and will lead Office of Reentry efforts to strengthen cross-agency partnerships and secure support through other means. He or she will also plan and execute Office of Reentry events, including job fairs, panels, forums, etc. He or she will also manage and respond to constituent inquiries.

With guidance from the Office of Reentry Director, duties of the Resource, Outreach & Partnerships Coordinator include, but are not limited to:

- Plan, execute, and staff Office of Reentry events, in collaboration with other key stakeholders and partners;
- Represent Office of Reentry at resource fairs, working groups, and other external facing events;
- Respond to constituent inquiries and requests;
- Manage email correspondence between Office of Reentry and external partners;

- Maintain relationships with, and working knowledge of resources for formerly incarcerated individuals;
- Connect the City of Los Angeles' transitional employment program participants and other formerly incarcerated individuals to appropriate resources;
- Manage Office of Reentry mailing lists, listservs, and partner contact information;
- Other duties as assigned.

**Position Requirements:**

- Bachelor's Degree from an accredited college or university.
- Experience with civic affairs, community groups, law enforcement, governmental (City, State, Federal) and community agencies.
- Demonstrate some knowledge of formerly incarcerated population, criminal justice landscape and key community based-organizations and stakeholders, willing to work with the prison population.
- Demonstrated experience in the arenas of housing and homelessness policy, as well as demonstrated ability to work with transitional populations is preferred.
- Strong oral, written, administrative, and organization skills.

**Other Desired Skills and Requirements**

- Proficient in office software including Microsoft Office (Word, Excel, Outlook, and Publisher) and internet.
- A valid Driver's License is required.

**Salary:**

Compensation will be negotiated within an established annual salary range commensurate with demonstrated skills and work experience.

**Contact Information:**

Qualified candidates should email a cover letter and resume no later than Thursday, April 5, 2018 to:

Lida Granados  
Executive Assistant to Deputy Mayor Brenda Shockley  
Mayor's Office of Economic Opportunity  
[Lida.Granados@lacity.org](mailto:Lida.Granados@lacity.org)