

Administrative Coordinator, Hollywood Property Owners Alliance (HPOA)

Hollywood, CA

Job Description:

Coordinates, oversees, and/or performs a wide variety of administrative, secretarial, and communications activities on behalf of the Alliance and its staff. Serves as primary point of operational and administrative contact for internal and external stakeholders. Additionally, serves as supplemental support to HPOA staff and coordinate the provision support services to the office. This individual will also oversee and/or participate in the preparation for monthly board of directors and committee meetings.

Position Description:

This full-time position will report to the Finance Manager on all activities involved in managing the Hollywood Entertainment District and the Sunset and Vine Business Improvement Districts (BIDs).

Responsibilities:

1. Meeting Preparation and Follow-up
 - a. Assist with organizing all meetings conducted by the HPOA, including monthly board and committee meetings, as well as ad hoc meetings or special task forces. Ensure quorum as directed.
 - b. Coordinate location, attendance and notifications; quorum checks; ensure public notice posting.
 - c. Prepare copies and refreshments (as needed) for meetings held by the HPOA.
 - d. Maintain files and notebooks for each committee and board in order to preserve chronological records of all activities of both Business Improvement Districts (BIDs).
 - e. Take minutes of board meetings and committee meetings.
2. Scheduling
 - a. Assist with scheduling events in both BIDs that involve the participation of the Executive Director, staff and/or board members.
 - b. Maintain the internal office calendar used by the staff.
3. Communications
 - a. Print, prepare and distribute all mass mailings associated with various organization efforts including: nominating packets, annual property owner meeting, and required stakeholder communication campaigns.
 - b. Coordinate street closure announcements for www.navigatehollywood.com and attend monthly CD-13 Street Closure meetings to stay abreast of planned closures. Create invoices and track payments.
4. Community and Stakeholder Relations
 - a. Handle incoming requests for service, information, and assistance.
 - b. Oversee communications to the community, e.g. relative to street closures, major events, etc.
5. General Clerical
 - a. Handle incoming mail.
 - b. Handle incoming telephone calls, visitors, and general email inquiries.
 - c. Maintain board meeting files, including preservation of all original documents.
 - d. Coordinate travel arrangements for staff.
6. Office Activities
 - a. Coordinate purchase of monthly parking passes for staff and vendors.

- b. Handle all office equipment, vendor interactions, and service requests. This includes IT services, copy machine, postage meter, water delivery, telephone, etcetera.
- c. Order supplies on a monthly basis for office and staff. Keep running list of paper, stationary, labels, and other regularly used items that need to be refilled and order as needed.

Qualifications:

- Highly detail oriented and organized
- Bachelor's degree preferred
- Strong time management and multi-tasking skills necessary in order to manage multiple deadlines and major priorities
- Excellent written and oral communication skills
- Strong computer skills, particularly Microsoft Office (Word, Excel, and PowerPoint)
- High degree of initiative; high energy, positive, "can-do" team player
- Thrives in diverse, high energy, entrepreneurial environment
- A knowledge of non-profit corporations and procedures associated with board governance is a plus
- Desire to work with a diverse group of stakeholders in a growing and thriving downtown community

Compensation and Benefits:

Compensation commensurate with experience. Great benefits including health insurance, paid vacation, holidays, parental leave, and 401K.

About Us:

A Business Improvement District (BID) is a community based organization made up of property owners and commercial tenants who are dedicated to promoting business development and improving an area's quality of life. BIDs deliver supplemental services such as sanitation and maintenance, public safety and visitor services, marketing and promotional programs, capital improvements, and beautification for the area - all funded by a special assessment paid by property owners within the district.

The Hollywood Property Owners Alliance (HPOA) is a 501 (c) 6 nonprofit corporation that manages two Business Improvement Districts (BIDs) in the heart of Hollywood, California. The HPOA is governed by 17 property owners and/or representatives representing the diverse array of property types in the District: commercial, residential, hotel, parking lot, non-profit, and government owned.

The HED is funded by approximately 400 property owners who assess themselves more than \$3.4M annually to pay for cleaning, security, streetscape, and marketing services.

In addition to managing the Hollywood Entertainment District BID, under contract to the city of Los Angeles, the HPOA has also entered into a service contract with the Central Hollywood Coalition, to manage the day to day operations of the Sunset & Vine BID. For more information on the HPOA and our two BIDs please visit our website at www.OnlyinHollywood.org.

For more information related to Business Improvement Districts, click [here](#).

Please send your resume along with a cover letter describing: qualifications, why you are interested in this position, and salary expectations, to admin@hollywoodbid.org with subject line "Administrative Coordinator." Applications will be accepted through Friday, March 30, 2018. Thank you for your time and interest.