



SOUTH PARK
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Admin and Logistics Coordinator
South Park Business Improvement District
Updated: January 2023

Summary

The South Park Business Improvement District (SPBID) is looking for an Admin and Logistics Coordinator to join our dynamic team in the heart of Downtown, Los Angeles. This is an excellent opportunity to be a part of the renaissance occurring in this growing area of Los Angeles where you will play an important role in making an impact for South Park stakeholders.

We are looking for a diligent, detail-oriented and proactive team player, who possesses strong organizational, project management, administrative, bookkeeping, and computer skills, to assist and enhance the SPBID office in Downtown Los Angeles. More specifically, the candidate must demonstrate strong and meticulous bookkeeping, event coordination and logistics, and meeting preparation skills, in addition to having advanced computer skills. SPBID is looking for a proactive candidate who can work and assist the senior leadership of the office to advance and strengthen the organization.

Essential Duties and Responsibilities

The purpose of the SPBID Admin and Logistics Coordinator is to ensure that the office runs smoothly by managing the systems that keep the team working together, and picking up key details in the day-to-day operations of the office, and execution of events, activations, and program throughout the year.

Responsibilities include, but are not limited to: basic administrative functions, assisting senior staff with key projects (including but not limited to community and stakeholder coordination, board meetings, events, and programs), maintaining database records, and organizing meetings.

Some of the specific duties and responsibilities for the Admin and Logistics Coordinator include the following as well as any other duties and responsibilities assigned by SPBID from time to time:

- Assist with planning and production of meetings, events, tours, etc. including drafting and scheduling email invitations, follow-up phone and email communications, coordinating site and vendor logistics, and day of event execution and staffing.
- Assist with preparation of monthly board reports and quarterly reports to the City.
- Bookkeeping: manage vendor relations, prepare and track invoices, track financial flow, receipt log, prepare bank deposits, and process invoices bi-monthly;
- Reporting: prepare quarterly reports to the City and other reports as required;



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- Office support: assist with IT and A/V support as needed, or facilitate assistance;
- Administrative support:
 1. Prepare, enforce and update Standard Operations Procedures and other guides as necessary;
 2. Prepare for onboarding of new staff and interns;
 3. Ensure office is prepared for meetings by setting up meeting room, assisting with drink/food orders, agenda packets, invitations, etc.;
 4. Serve as key point of contact for external guests and internal team regarding information, and other needs;
 5. Maintain all office assets and equipment, and place orders for materials as needed;
 6. Maintain the office calendar, updating it with key events, birthdays and ensuring clean/safe team and other staff are up to speed on office events;
 7. Manage the preparation and shipment of mailing materials, updating address database, and tracking deliveries
 8. Serve as point-person for all CPRA requests;
- Record keeping:
 1. Maintain office filing system, both electronic and hard copies;
 2. Maintain and regularly update all office databases and organizational documents – such as contact database, spreadsheet updates, and other items both online (Dropbox.com) and in files;
 3. Document Board and Committee meeting minutes.

Skills & Requirements:

- Meticulous attention to detail;
- Advanced administrative skills;
- Exceptional written and verbal communication skills;
- Adaptability and proactive problem-solving skills;
- Advanced proficiency in MS Excel, MS Word, MS PowerPoint and MS Outlook, Adobe Acrobat and Google Drive **required**;
- Highly proficient multitasker with keen attention to multiple deadlines;
- Experience with Adobe Creative Suite is a plus;
- Ability to easily learn new computer software programs and technology
- Ability to work in a professional environment and maintain a professional demeanor in all situations and be able to maintain the confidentiality of sensitive and/or confidential information, including the ability to remain calm and efficient during stressful situations;
- Listening, responding and speaking clearly, concisely and accurately to urgent and routine requests for assistance;
- Strong research skills; and
- Desire to work as a team player.



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This job description is intended to describe the general nature and level of work required to be performed. This position description is not meant or intended to be construed as an exhaustive list of all duties, responsibilities or requirements of this position. Employees are expected to perform other functions and duties as assigned or requested to further support the organization's mission.

Work Environment: This position is generally performed in an office setting. This position involves sitting at a desk and processing paperwork and using the computer. This position also requires attendance at meetings and events outside of the office, but limited to Downtown Los Angeles.

Work Hours: The Admin and Logistics Coordinator position is a full-time position. The Coordinator is expected to work approximately 40 hours per week; remote work is at the discretion of the Executive Director. However, the Coordinator's attendance is required for Board of Director and Committee meetings as well as specified special events hosted by SPBID.

Compensation:
\$62,000 – \$67,000 annually, based on experience.