

America's Job Centers of California (AJCCs)

department
of economic
opportunity
COUNTY OF LOS ANGELES

Temporary Job Opportunity

Fire Recovery and Resilience Workforce Program

The Fire Recovery and Resilience Workforce Program provides paid disaster relief jobs, transitional employment, and job training to dislocated and impacted workers—while supporting long-term career mobility.

INTAKE SPECIALIST/ADMINISTRATIVE SUPPORT

ELIGIBILITY & QUALIFICATIONS

1. Individuals must meet the eligibility and enrollment requirement for the program found at opportunity.lacounty.gov/FireWorkforce.
2. Excellent customer service skills and attention to detail.



AJCC INTAKE SPECIALIST DUTIES \$25/HR WITH BENEFITS

- Serve as first point of contact for fire-impacted workers and direct to the appropriate staff at the AJCC.
- Answer and field phone calls.
- Coordinate orientation sessions for fire impacted individuals.
- Pack and prepare materials for events.
- Schedule service appointments for fire impacted individuals
- Provide information and disseminates resource materials related to workforce and business services to help impacted workers and businesses.

AJCC ADMIN SUPPORT DUTIES \$25/HR WITH BENEFITS

- Process paperwork, including applications and forms, maintain accurate client records, and update information, if necessary.
- Provide printed and verbal information regarding disaster recovery resources and answer questions about navigating available resources.
- Perform general clerical tasks such as data entry, file management, and answering phone calls.
- Operate office machines to scan, make copies, and organize physical and digital documents.

AJCC LOCATIONS

- | | |
|--------------------|---------------------------|
| • West LA | • East San Gabriel Valley |
| • Antelope Valley | • Pomona |
| • East LA | • Southeast LA |
| • Santa Fe Springs | • Downtown LA |



➤ GET STARTED

Visit bit.ly/FireWorkforce and fill out an interest form.

Department of Economic Opportunity and the Los Angeles County America's Job Centers of California are equal opportunity employers and programs. Auxiliary aids and services are available upon request. Please call (888) 226-6300 or email AJCCJOBS@opportunity.lacounty.gov for assistance.



LA County
America's Job Center
of California

