

Project & Operations Assistant Job Opportunity

department
of economic
opportunity
COUNTY OF LOS ANGELES

Fire Recovery and Resilience Workforce Program

The Fire Recovery and Resilience Workforce Program provides temporary job opportunities, job training, and supportive services to workers impacted by the January 2025 wildfires offering short-term assistance while supporting long-term career mobility.

PROJECT & OPERATIONS ASSISTANT

ELIGIBILITY & QUALIFICATIONS

1. Individuals must meet the eligibility and enrollment requirements for the program found at:

[OPPORTUNITY.LACOUNTY.GOV/FIREWORKFORCE](https://opportunity.lacounty.gov/fireworkforce)

2. The position requires proficiency in Google Workspace, strong communication skills, and the ability to lift up to 35 pounds and travel locally as needed.



REACH OUT WORLDWIDE

PROJECT & OPERATIONS ASSISTANT DUTIES

- Administrative and client services coordination
- Data tracking and program reporting
- Inventory and warehouse management
- Volunteer coordination and field operations
- Community outreach, donor, and partner engagement

WORK LOCATION



Glendale, CA



GET STARTED

1. Complete an Interest Form at bit.ly/FireWorkforce
2. Call or visit an AJCC, Monday - Friday, 9AM - 4PM or Fire Recovery Thursdays 12 PM - 4PM,
3. An AJCC will contact you with next steps within 48 hours.

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.