



**City of Los Angeles Department of Cultural Affairs
Community Arts Division
Lincoln Heights Youth Arts Center**

JOB OPPORTUNITY NOTICE

Community & Administrative Support Worker II (PART-TIME)

Notice Open Date: April 10, 2026

Employer: City of Los Angeles

Department: Department of Cultural Affairs (DCA)

Division/Section: Community Arts Division – Lincoln Heights Youth Arts Center

Job Location: 2911 Altura Street, Los Angeles, CA 90031

Program: Summer Hire LA's Youth

Summer Youth Program Dates: June 15, 2026 - September 5, 2026 (work dates may vary)

Hourly Pay Rate: \$24.21

Classification / Code: Community/Admin Support Worker II (1113)

Weekly Schedule: Monday – Friday: 8:30 am - 3:30 pm and occasional Saturdays (exact schedule TBD); 3-15 hours per week; up to 160 hours total

Type: Temporary/Seasonal Part-Time / 1070 As-Needed

Benefits: No benefits

DEADLINE TO APPLY: Friday, April 24, 2026

Please note – Summer Youth hiring is dependent on funding availability

PROGRAM OVERVIEW

Lincoln Heights Youth Arts Center is a Community Arts Center of the City of Los Angeles Department of Cultural Affairs. Established in 2011, LHYAC is dedicated to building community through the arts by providing high-quality, low-cost multidisciplinary arts and culture education and events for local youth and families. Rooted in the belief that everyone is an artist, we are committed to nurturing the creativity and skills of our students in a positive, safe, and supportive learning environment. LHYAC develops programming and curricula that embrace the vast cultural traditions and artistic contributions of all people, especially Black, Indigenous, People of Color, and LGBTQ+, so that everyone we serve sees themselves in the artists and artistic expressions celebrated at the Arts Center. We are committed to pursuing anti-racist practices and centering our arts education pedagogy on cultures and experiences that resonate with the students and parents we serve. Together with our families and community partners, LHYAC stands strong in its efforts towards building an empowered community of Angelinos in the historic Northeast Los Angeles neighborhood of Lincoln Heights who not only appreciate the arts but see themselves as creative, artistic beings who can access the arts as a vehicle to create positive change in their own lives and in the world around them. We recognize that LHYAC occupies unceded land that originated with the Chumash, Tongva (Gabrieleno) and Kizh people who continue

to be caretakers of these lands, waters, and ecosystems. We honor and respect their ancestors and descendants - past, present, and future generations.

LHYAC is part of the Lincoln Heights Youth Center Complex, a renovated two-story church building originally constructed in 1930. The facility was funded by Proposition K and is jointly operated with the Department of Recreation and Parks.

For more information, please call (323) 224-0928 or email us at dca.lhyac@lacity.org. Follow us on Instagram and TikTok at [@dca.lhyac.org](https://www.instagram.com/dca.lhyac.org)

DUTIES & RESPONSIBILITIES

The ideal candidates for this position will have a strong desire to work in arts and culture education in a community arts setting, be enthusiastic and eager to learn, have the ability to work in a fast-paced environment, and abide by City of Los Angeles, DCA, and LHYAC protocols. Summer Youth Hires work directly with students between the ages of 6 through adults with the goal of supporting the day-to-day operations and implementation of summer session programming, with focused attention on LHYAC's Young Artists Summer Camp.

Responsibilities will vary for each position, with an emphasis on one more of the following work areas: provide assistance to Teaching Artists and other Center staff, including preparation, set-up and breakdown for classes/workshops/events across various visual, performing, and/or other arts and culture disciplines and modalities; provide support for art gallery exhibition and/or related programming; assist with social media assignments for the Art Center's social media accounts, including content creation and/or editing; table and/or provide assistance at LHYAC-sponsored or co-sponsored events and activities; attend staff meetings; and provide light-duty administrative support as needed.

DESIRED QUALIFICATIONS

- Professional disposition with a positive, kind, and respectful attitude;
- Desire and commitment to participating in all activities and maintaining an energetic nature that inspires students to stay engaged, on task, and motivated;
- Experience and passion as a musician, dancer, visual artist, poet/creative writer, mental health and wellness practitioner, maker, gardener, and/or other creative;
- Personable with an ability to work well with others, including Teaching Artists, administrative staff, volunteers, students, families, and members of the general public;
- Strong communication skills. Bilingual in Spanish is preferred;
- Flexibility to adapt as needed.

ELIGIBILITY

This job opportunity is open to all individuals who meet the following criteria:

- Age 16 - 24;
- U.S. Citizenship or Permanent Residency (for acceptable documents see [Hire LA Acceptable Docs for I-9](#));
- City of Los Angeles Residency;
- Work Permit or High School Diploma*;
- Photo I.D. (government or school issued)

*Note: Selected candidates under the age of 18 will need to complete a Permit to Employ and Work provided by their school. It must be signed by the minor and their parents and the employer (City) and then should be submitted to their school (even during the summer). The school will then issue the Permit which will need to be kept on file for auditing purposes.

PHYSICAL REQUIREMENTS

- Ability to sit and stand for extended periods;
- Climb up and down stairs;
- Bend, stoop, and lift to move and retrieve materials;
- Pull, push, and lift up to 25 pounds;
- Staff are expected to maintain a clean, neat, and well-groomed appearance at all times. Fingernails must be kept clean, hygienic, and at a moderate, practical length;
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

CONDITIONS OF EMPLOYMENT

The job will be performed in-person at the Lincoln Heights Youth Arts Center located at 2911 Altura Street, Los Angeles, CA 90031. The days to be asked to work are to be determined. The candidates can work up to approximately 15 to 20 hours a week. Summer youth are not to work before June 15, 2026 or work past September 5, 2026. Candidates may be requested to disclose all sources of employment to mitigate risks of conflict of interest.

HOW TO APPLY

All interested candidates must submit the following via email to dca.lhyac@lacity.org by **Friday, April 24, 2025**, with the subject line: **Summer Hire LA's Youth** for consideration:

- Resume;
- Completed City application accessible via [City of Los Angeles Employment Application](#)

Candidates must be available for interviews the week of May 4, 2026 (schedule TBD).

METHOD TO EVALUATE CANDIDATES

Final selection will be based on interviews with eligible candidates pending a review of applications received based on a set of criteria related to skills, knowledge, abilities and personal qualifications for the position. Interviewers may also contact present and former supervisors, as well as review City Personnel files (if applicable) as part of a candidate's evaluation. All candidates will be notified regarding the final results of the selection process. We are unable to respond to phone calls regarding the status of applications and the recruiting process.