



**Program Support Coordinator (part-time)**  
**East LA Community Corporation (ELACC)**  
2917 E. 1st Street, Los Angeles, CA

### Come Serve With Us

We care about access to affordable housing, climate change, helping people get into good paying jobs, safety and justice, social determinants of health, youth engagement, and all things that make communities good places for people to live, work, and play. Join us and earn while you learn!

### Who We Are

East LA Community Corporation (ELACC)'s mission is to advocate for economic and social justice in Boyle Heights and East Los Angeles by building grassroots leadership, developing affordable housing and neighborhood assets, and providing access to economic development opportunities for low and moderate-income families.

### What You Will Do

As a Program Support Coordinate, the member will support ELACC's Services team. The AmeriCorp member will help with workshops, both in-person and virtual, by assisting with setup, registration, technical support, and documenting participation. Responsibilities include scheduling client appointments, maintaining accurate data, and creating monthly calendars to promote engagement. Additionally, the role supports program material development by updating flyers, creating one-pagers, and analyzing survey data for program evaluation. Community outreach tasks include developing social media content, capturing event photos, and engaging residents in ELACC's services through tabling events, housing workshops, gardening initiatives, and financial empowerment programs.

### When You Serve with Us

- Earn a \$14,400 stipend for serving 900 hours paid by LISC bimonthly.
- Earn an additional \$3,697 education benefit to pay down qualifying student loan debt or to continue your education.
- Receive ongoing coaching, mentorship, and professional development.

### What Your Work Environment Will Be

This is an 11-month opportunity starting approximately April 16, 2025 through February 28, 2026, where you will typically serve 25-30 hours a week, generally between Monday through Friday, 9 a.m. to 5 p.m., with occasional evenings and weekends. An exact schedule will be determined upon selection. You will report in person at our office and will be required to travel locally for meetings and community events.

### We Welcome You to Apply If You

- Have lived experience or an interest in working with a diverse group of people.
- Identify as any generation but are at least 17 years old.
- Possess unexpired proof of status as a US citizen or permanent resident.
- Consent to complete a criminal history check, which is required for all candidates. Don't let this stop you! A criminal record does not mean a person cannot serve, and if this is a concern, reach out to [nhernandez@elacc.org](mailto:nhernandez@elacc.org).
- LISC AmeriCorps is available to everyone eligible to serve. We treat all people without regard to race, color, religion, creed, gender, sexual orientation, gender identity, national origin, ancestry, citizenship status, age, marital status, veteran status, disability, genetic information, or any other characteristic or status protected by applicable federal, state, or local law.

This position is made possible through a partnership between Local Initiatives Support Corporation (LISC), AmeriCorps, and East LA Community Corporation. To learn more about LISC AmeriCorps, visit [www.lisc.org/ameriCorps](http://www.lisc.org/ameriCorps). To learn more about ELACC, visit [www.elacc.org](http://www.elacc.org).

### Questions or Ready to Apply Now?

Email your resume and *optional* cover letter to Nancy Hernandez at [jobopportunities@elacc.org](mailto:jobopportunities@elacc.org). Please include the organization name and position you are applying for in your email.