



ULA Program Coordinator Temp (Paid)

Closing Date: Until Filled

Organization: All Peoples Community Center

Job Title: ULA Program Coordinator (hourly/ non-exempt)

Pay: \$22.00 an hour

Program: ULA Temporary Program

Location: In-person, on-site (822 East 20th Street, 90011)

Schedule: Full-Time (may include occasional evenings or weekends)

Duration: Temporary - Completed February 28, 2027

ALL PEOPLES COMMUNITY CENTER

All Peoples Community Center (All Peoples) is an 83-year-old 501(c)(3) community resource center located in Historic South Central LA within Council District 9. Since 1942, All Peoples has served as a safe haven, empowering individuals and fostering respect and self-determination. The center serves more than 6,600 individuals annually through diverse programs, services, and community events. This role will report to the FSC Director. All Peoples is an equal opportunity employer and follows all Federal and State hiring regulations. **To apply, please submit your resume and cover letter to jobs@allpeoplescc.org. E-mail submissions only.**

POSITION OVERVIEW

The United to House LA (ULA) Program is a voter-approved initiative designed to address housing instability and prevent displacement across Los Angeles. Funded through a special real estate property transfer tax on property sales, ULA allocates funds to affordable housing development, preservation, and rehabilitation, as well as homelessness prevention efforts that stabilize low-income tenants. As part of this effort, All Peoples Community Center has been contracted by the Community Investment for Families Department (CIFD), a department of the City of Los Angeles, to implement temporary program services that support qualifying community members at risk of housing instability. The ULA Program Coordinator will support outreach, enrollment, service coordination, benefits education, and compliance with program requirements, helping ensure participants receive timely assistance and access to critical resources.

Outreach & Enrollment

- Conduct program enrollment with participants including organizing and submitting necessary documents
- Coordinate with program partners on outreach to identify and engage community members eligible for ULA services
- Support participant intake, enrollment, and eligibility verification processes
- Provide clear and accurate information about program services, requirements, and available resources

Case Support & Service Coordination

- Provide direct support to participants program services



ALL PEOPLES
COMMUNITY CENTER

- Assist with referrals to All Peoples internal programs and external partners (e.g., rental assistance, legal aid, workforce services)
- Maintain regular communication with participants to support engagement and follow-through

Program Operations & Compliance

- Maintain accurate and timely participant records in required systems (e.g., APRISM, Salesforce, and or other databases)
- Ensure all documentation meets program, City, and CIFD requirements
- Track services, outcomes, and key program metrics
- Support audits, reporting, and file reviews as needed

Benefits Education & Resource Navigation

- Educate participants on available public benefits and community resources
- Assist participants in accessing services that support housing stability and financial well-being
- Stay informed on available programs and eligibility requirements

Community Engagement & Events

- Support workshops, orientations, and community events
- Represent All Peoples in a professional and community-centered manner
- Assist with outreach events, tabling, and partner coordination

Administrative & Team Support

- Assist with general administrative tasks including data entry, reception, file organization, and follow-up communication
- Collaborate with FSC team members, leadership, and partners to ensure coordinated service delivery
- Participate in team meetings, trainings, and continuous improvement efforts

Other duties as assigned

QUALIFICATIONS AND RESPONSIBILITIES

- Interest in housing stability, community development, and/or social services
- Ability to work effectively with diverse communities, including seniors and individuals living with disabilities
- Responsible, dependable, and able to manage multiple tasks and deadlines
- Strong interpersonal skills and ability to engage respectfully with community members from diverse backgrounds
- Basic computer skills required (e.g., Google Workspace, Microsoft Word/Excel, or data entry systems)
- Ability to maintain confidentiality and handle sensitive information with professionalism
- Strong organizational skills and attention to detail, particularly with documentation and compliance requirements
- Bilingual (English/Spanish) preferred but not required



ALL PEOPLES
COMMUNITY CENTER

- 2 year minimum prior experience in community-based work, case management, or nonprofit services is a plus but not required

BENEFITS

- **403(b)** retirement plan (no employer match).
- **Pension Plan** (no employer match).
- **Dental Insurance** (100% employer-covered premium).
- **Health Insurance** (75% employer/25% employee covered premium).
- **Paid Holidays**
- **Sick & Vacation**

Schedule: 8-hour shift, 40 hours/week, 100% in-person, non-exempt/ hourly.