



MANAGED CAREER SOLUTIONS

HUMAN CAPITAL | ECONOMIC | WORKFORCE > DEVELOPMENT

Managed Career Solutions, Inc. (MCS) has over 20 years experience providing high quality employment and training and human services to residents of the City and County of Los Angeles. MCS seeks to hire and retain team members who will strive to achieve our vision: to deliver world-class services to our customers; and work within the framework of our mission: to provide quality employment, training, and business services to our community.

Job Description - **Research and Development Assistant**

Reporting to the Executive Director and Research/Development/Contract Manager, the Research and Development Assistant (RDA) provides supports in the development and packaging of proposals for City, County, State, Federal agencies and foundations. Additionally, the RDA will support a wide range of development related tasks, assist in producing content for program reports and help retrieve/interpret relevant demographic and statistical data.

Essential Functions: *(duties include, but are not limited to the following)*

Provide support to Executive Director and Research/Development/Contract Manager as needed
Research and basic statistical analysis
Professional writing and proof-reading
Proposal packaging

Qualifications and Experience:

Minimum one (1) year work experience as a researcher or grant writer for one or more of the following: multi-funded agency, business/ agency that holds government contracts, nonprofit, private foundation or educational institution.

Minimum Requirements:

- B.A./B.S. from an accredited college/university.
- Minimum one (1) year experience working in local, federal and state-funded grant programs.
- Strong copy editing and proofreading ability.
- Excellent analytical and verbal communication skills.
- Strong research skills.
- Excellent computer skills, not limited to, Microsoft Office, Adobe Products and Google Drive.
- Ability to present research reports and develop presentations using PowerPoint or Keynote
- Experience entering and exporting data with a CRM system.
- Ability to manage and update social media accounts.
- Demonstrated ability to take initiative, work both collaboratively or independently as tasks require.

- Manage multiple deadlines.
- Strong organizational skills.
- Ability to work effectively in a team.
- Car, valid Driver's License and insurance.
- Ability to pass employer background check.

Additional Non-Mandatory Qualifications:

- Graduate degree from an accredited college/university.
- Knowledge of Workforce Innovation and Opportunity Act (WIOA).
- Knowledge of WorkSource processes/procedures as defined by the City and/or County of LA.
- Having supervised or worked under City of LA and/or State and/or Federal contracts.

MCS Benefits and Salary:

MCS offers a competitive salary based on candidate's education, certification, work experience, and history. The position is full-time and after the 90 day probationary period, will provide full medical benefits (health, dental, vision) and retirement benefits. Salary is based on education, certification, and relevant work history/experience. Salary range \$38,000-50,000 per year.

If you are interested please send your cover letter and resume/CV to MCS Director of Human Resources, Attn: Martha Amador, info@mcscareergroup.com

MCS is an "Equal Opportunity Employer," and prohibits, in all employment-related practices and decisions, discrimination, harassment or prejudicial treatment against any person based on race, color, religion, national or ethnic origin, gender, pregnancy, childbirth, age, disability, veteran status, or otherwise as provided by federal, state or local law. ***Individuals from historically underrepresented groups, such as Veterans, minorities, women, and persons with disabilities, are strongly encouraged to apply.***