Job Announcement

January 23, 2026

Position: Administrative Assistant
Applications Due: Saturday, January 31, 2026

Who we are: Norwalk Unides is a community-based organization working towards accessibility to affordable housing, reliable and clean transportation, and a healthy environment for the people of Norwalk and Southeast Los Angeles County.

Coalition Coordinator Position:
Norwalk Unides is seeking a highly motivated individual to join us as an Administrative Assistant. The ideal candidate will be assisting our Executive Director and work on tasks related to our Housing Justice and Transportation Equity programs. This includes handling administrative functions for the Norwalk Tenants Union and Los Angeles Gateway Cities Mobility Coalition initiatives. The desired candidate will have an interest in housing, transportation, community engagement, improving nonprofit processes and procedures, financial data, and Southeast Los Angeles County. This position will also work closely with Norwalk Unides' Project Coordinator, Coalition Coordinator, and Norwalk Unides volunteers.

Some activities the Coalition Coordinator will support include:
➔ Meeting and event support (i.e. note-taking, scheduling, etc.)
➔ Data entry and analysis with programmatic and financial data
➔ Manage email inboxes and communicate with external stakeholders, such as agency staff, community-based organizations, and other partners
➔ Assess and write program outcomes

The Administrative Assistant is a part-time, short-term position (8 hours/week) for the duration of February 16, 2026 to June 15, 2026, with a wage of $24/hour. Typical hours are flexible and position is majority remote, but may depend on occasion due to meetings or other in-person work needs. This position does not include benefits or paid time off.

Respond By:
Deadline to apply: Saturday, January 31, 2026. Interested candidates are encouraged to apply by submitting a resume to admin@norwalkunides.org with the subject line "Administrative Assistant Application," and conducting an interview if selected for the second phase of the job application process.

Equal Opportunity Employer Statement:
Norwalk Unides is committed to a diverse and inclusive workforce and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religious creed, color, national origin, ancestry, ethnicity, physical disability, mental disability, medical condition, age, marital status, sex, sexual orientation, gender, gender identify and/or expression, pregnancy, childbirth, marital status, or status as a veteran.


norwalk
unides


Norwalk
Tenants
Union


Los Angeles
Gateway Cities
Mobility
Coalition