

**Job Announcement – Security Guard**

The Security Guard, under the direction of the Facilities and Safety Manager, will provide for the safety of our property and staff members after normal business hours, and on the weekends as needed.

**Essential Job Duties:**

The essential functions of this position include but are not limited to the following:

* Observe and report suspicious or odd activities and incidents
* Provide security of all IILA property, vehicles and personnel
* Make periodic patrols to check for irregularities and to inspect protection devices
* Preserve order and may act to enforce regulations and directives for the site pertaining to personnel, visitors, and premises
* Controls access to our facility and ensure everyone is parking in their assigned parking spaces. Visitors and IILA or PLN clients may use the available visitor parking space or park on the street or across the street at the park, if visitor spaces are full.
* Regularly patrol the facility on foot; checking for unsafe conditions, hazards, unlocked doors, security violations, blocked entrances and exits, mechanical problems, and unauthorized persons
* Protect evidence or scene of incident in the event of accidents, emergencies, or security investigations
* Respond to incidents of fire, medical emergency, bomb threat, flooding, water discharge, elevator emergency, hazardous materials, inclement weather, and other incidents
* Prepare logs and reports as required
* Perform other job-related duties as assigned.

**Job Requirements:**

* High school Diploma or equivalent preferred.
* Prefer minimum one (1) year prior security guard experience
* Must possess and provide a current Security Guard Card
* Ability to understand and carry out written and oral directions.

**Physical Demands:**

The selected employee must be able to meet the following physical demands:

* Perform physical activities that require the incumbent to stand or walk most of the day, also bending, stooping, squatting, twisting, and reaching.
* Activities often also require considerable use of arms and legs, such as in the physical handling of materials; including lifting of objects weighing up to 25 pounds.
* Abilities required by the job include excellent vision (near and distant) and hearing.
* Must possess a polite, calm and reasonable approach and demonstrate excellent relations with the staff and the public at large.
* Must provide proof of COVID-19 vaccinations
* **Must pass a criminal background check.**

**Salary Range:**

The salary or pay rate for this position starts at $20.00/hour and the selected candidate will be working the evening/night shift five (5) days per week (including weekends and holidays). Flexibility in scheduling is a must.

**Benefits Package:**

We offer an excellent benefit package to our employees. It includes 100% Employer Paid Medical, Dental HMO, Vision, Employee Assistance Program (EAP) and Basic Life and AD&D insurance. We also offer Voluntary Life, Accident, Hospitalization, Critical Illness and Long-Term Disability insurance policies in which you may choose to enroll. We have a generous Paid Time Off program, 11 Paid Holidays and one Personal Day each year as well as a 401 (k) retirement plan with a Safe Harbor Match where we match your contribution dollar for dollar up to a maximum of 4% of your total compensation along with an annual profit-sharing plan (vesting applies). We also work a standard 37.50-hour workweek to allow our employees work/life balance.

**Application Information:**

International Institute of Los Angeles (IILA) is an equal opportunity employer. All applicants must complete an IILA employment application. To download our application, please visit our web site at [www.iilosangeles.org/about/careers/](http://www.iilosangeles.org/about/careers/).

Please forward your resume, cover letter and your completed application to:

Veronica Leon

International Institute of Los Angeles

3845 Selig Place

Los Angeles, CA 90031

(323) 224-3800

[vleon@iilosangeles.org](mailto:vleon@iilosangeles.org)