



INTERNSHIP

(City Council Offices / City Manager's Department)

\$13.30—\$16.13 (hourly)

This is an excellent opportunity to gain valuable experience working in a politically active environment. You will be responsible for assisting the various Council Offices and City Manager's Department with research and development of policy, projects and/or programs. The ideal candidate is a self-starter who is able to work independently and is comfortable seeking guidance/direction when necessary.

Requirements Applicants must currently be pursuing a degree in Public Administration, Public Policy, Political Science, Government, Law, Urban Planning or a closely related field. Graduate student preferred. Eligibility to remain in the program is contingent upon school enrollment.

- Must be able to work 20 hours per week.
- Must be able to work a flexible schedule including occasional evenings and weekends.
- In order to achieve the maximum benefits of the internship program, we prefer students who are interested in at least a year commitment.
- Must demonstrate excellent writing and communication skills, and have the ability to think creatively, work independently, and handle multiple projects.

Responsibilities may include:

- Preparing written documents such as staff reports, letters and resolutions
- Researching policy issues and analyze data for studies and other functions
- Assisting with meeting preparation and staffing for Commission and City Council meetings
- Assisting with the coordination of City special events and programs
- Assisting with community volunteer coordination
- Providing administrative support to staff and may provide relief for reception desk
- Acting as a liaison between the City and the general public.

Applications are due June 25, 2014 at 5:00 p.m.

Applicants must submit a City job application with the Human Resources Division by the filing deadline. To apply and view additional job information please visit www.weho.org/services/employment . If you are unable to submit your application materials online you can obtain an application package by contacting (323) 848-6860 or at City Hall, 8300 Santa Monica Blvd., West Hollywood, CA 90069. Postmarks will not be accepted. AA/EOE

If you have questions or need special accommodations with the recruitment process, please contact Seantea Burroughs at (323) 848-6365 or sburroughs@weho.org

