



INTERNSHIP OPPORTUNITY

Public Safety Department

\$13.40—\$16.25/hr.

The Position: The City of West Hollywood is looking for a graduate student to intern with the Public Safety Department. The ideal candidate is a self-starter with excellent analytic research and writing skills, with an emphasis in Emergency Management, Public Administration, Public Health, and/or Public Policy.

Responsibilities of the Job: Under Supervision of the Public Safety Director you will be updating all materials associated with the City's emergency plan; including planning and organizing information; assisting with research, and analyzing data for reports. Must be able to interpret, develop, and recommend improvement when necessary. Must have the ability to think and work independently, and possess strong verbal and written communication skills

- Must be able to work 15-20 hours per week
- Ability to conduct research and analyze data
- Knowledge of basic statistics, research, and report writing techniques
- In order to achieve the maximum benefits of the internship program, we prefer students who are interested in at least a six month commitment.

Requirements: Applicants must be currently pursuing a graduate degree in Public Health, Emergency Management, Law, Public Administration, Public Policy or a closely related field. Graduate student required. Eligibility to remain in the program is contingent upon school enrollment. ***Proof of enrollment required.***

Applications are due by December 9, 2015 at 5pm.

Applicants must submit a City job application and Supplemental Questions with the Human Resources Division by the filing deadline. To apply and view additional job information please visit

www.weho.org/jobs.

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

AA/EOE

If you have questions or need special accommodations with the recruitment process,

Please contact Celeste Barrino at (323)848-6459 or cbarrino@weho.org