



## INTERNSHIP

### City Council Offices / City Manager's Department

\$14.84—\$17.99 (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 up to 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 due June 1, 2016 at 5:00 PM -**

**Applicants must submit a City job application with the Human Resources Division.**

To apply and view additional job information please visit [www.weho.org/services/employment](http://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](mailto:sburroughs@weho.org)

