

From cutting-edge civic innovation to development of the City's major capital projects, West Hollywood's Innovation and Strategy Initiatives Division embraces new technologies and infrastructure models to strengthen local democracy, promote efficiency and effectiveness in government, and promote the local innovation economy.

THE CITY OF WEST HOLLYWOOD IS LOOKING FOR A CREATIVE CIVIC IMAGINEER

ENGAGEMENT

CHAMPION OF CHANGE

GOV2.0

CIVIC

INNOVATION

TECHNOLOGY TRANSLATOR

INNOVATION INTERN

The new Innovation Intern will perform a variety of functions related to innovation, capital and general projects/programs including assisting staff in developing and implementing civic innovation solutions, coordinating capital projects and programs with other City departments and constituents, and engaging with other organizations to develop new solutions to civic challenges. Creative civic imagineers are encouraged to apply!

WeHoX, the City of West Hollywood's civic innovation program, explores the merging of technology and innovation with civic purposes for government transformation. The Innovation and Strategic Initiatives Division's award winning West Hollywood Innovations Annual Report proposes a broad range of programs, projects, and civic innovation initiatives for the City.

INNOVATION INTERN

\$15.30 - \$18.55 Hourly

ABOUT THE POSITION

IDEAL CANDIDATE

A civic innovation aficionado.

Experience in Gov2.0/OpenGov.

Have great ideas about how to improve civic services and engagement through the use of technology, innovation, and design.

Can communicate effectively with technologists and non-techies.

Ability to communicate with multiple stakeholders within and outside government.

Imaginative and creative problem solver.

Design and web skills a plus!

ESSENTIAL FUNCTIONS

Assists on various complex innovation projects that involve multiple stakeholders.

Assists staff in liaising with businesses and organizations in developing civic innovation.

Performs administrative duties for capital projects.

Joins staff as a member of various committees, boards, and/or teams.

Coordinates constituent relations and community outreach functions.

Prepares complex reports and analyses.

Assists in planning, preparing, and monitoring division reports.

MINIMUM QUALIFICATIONS

Must currently be pursuing a graduate degree in urban planning, landscape design, architecture, urban design, public administration, public policy, or a closely related field.

Must be able to work 20 hours per week.

DESIRED SKILLS

Basic programming and design.

Technology trends in West Hollywood and region.

User-centered design.

Technology tools for community engagement.

Public administration principles and practices.

APPLY BY AUGUST 5, 2016

Applicants must submit a City job application and supplemental questions. To apply and view detailed job information please visit www.weho.org/jobs AA/EOE. If you have questions or need special accommodations with the recruitment process, please contact Seantea Burroughs at (323) 848-6385 or SBurroughs@weho.org