

WEST HOLLYWOOD The Creative City



INTERNSHIP

Rent Stabilization and Housing Division
\$15.30—\$18.55 (hourly)

This internship is a great opportunity to be exposed to local administration of rent stabilization laws and protections and to the principles and practices associated with the development of affordable housing, including relevant local, state and federal codes, laws and regulations.

Under supervision, perform a variety of tasks and administrative duties in support of the daily operations of the Rent Stabilization and Housing Division. Duties include compiling, organizing and processing various sources of data and information. The intern will also update and maintain the Division website, intranet and other online programs and information sources. The ideal candidate is able to think and work independently, possesses strong verbal and written communication skills and is able to establish and maintain effective working relationships with other staff members and the public.

Requirements: Must be a college student, **currently enrolled** as an undergraduate or graduate, pursuing a degree in Urban Planning, Public Administration, Law or a closely related field.

- Must be able to work 15-20 hours per week.
- Must be able to commit to at least one year in the program.
- Eligibility to remain in the program is contingent upon school enrollment.

Applications will be accepted until the position is filled.

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. 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 Clarice Trinidad at (323) 848-6418 or ctrinidad@weho.org.

