

WEST HOLLYWOOD The Creative City



INTERNSHIP Current-Planning Division \$15.30—\$18.55 hourly

This is an excellent opportunity to gain valuable experience working in the City's Current and Historic Preservation Planning division. You will be responsible for performing basic research and administrative tasks related to current planning, urban design, land use and CEQA. The ideal candidate is a self-starter who is able to work independently and is comfortable seeking guidance/direction when necessary.

Responsibilities may include:

- ◆ Assisting in application review and customer service for Current Planning applications
- ◆ Providing analysis, research and preparation of staff reports
- ◆ Conducting field investigations and surveys
- ◆ Updating the City's website and performing other special projects

Requirements: Must be a college student, currently enrolled as an undergraduate or graduate (graduate preferred), pursuing a degree in historic preservation, planning, architecture or a related field. GIS and basic website experience is desirable.

- ◆ Must be able to work 15-20 hours per week.
- ◆ Must be able to communicate clearly and concisely, orally and in writing, and establish and maintain effective working relations with staff and the public.
- ◆ Students able to make a one year commitment preferred.

Deadline to submit applications: June 30, 2017 at 5:00 p.m.

Applicants must submit a completed online City job application and supplemental questionnaire 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 may contact (323) 848-6860. AA/EOE. The City of West Hollywood is an equal opportunity employer. The City provides equal employment opportunities (EEO) and prohibits harassment and discrimination in employment because of race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, mental and physical disability, medical condition, genetic information, military and veteran status, age and pregnancy. If you have questions or need special accommodations with the recruitment process please contact: Clarice Trinidad at (323) 848-6418 or ctrinidad@weho.org.

