



INTERNSHIP

Rent Stabilization and Housing Division
\$15.62—\$18.94 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.**

Deadline to submit applications: April 2, 2018 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.

