



Internship—Transit Programs Social Services Division \$16.12 to \$19.56 hourly

The position of Intern-Transit Programs is a developmental position that provides technical support and administrative assistance in the oversight and administration of the City's transit programs. The position is located within the Social Services Division at the City. The ideal candidate is a **self-starter** who is **able to work independently** and is comfortable seeking guidance and direction when necessary.

Responsibilities may include—

- Summarizing, analyzing, and interpreting data received from transit service contractors.
- Developing graphs, charts and technical drawings which demonstrate operational trends and include key performance indicators (KPI's) and other reports as needed.
- Assisting with developing and deploying marketing strategies.
- Interacting with City residents who call or visit City Hall for information on transit programming.
- Monitoring industry trends and reporting on findings.
- Assisting with preparation for external audits of Transit programs overseen by the Division.



Requirements— Must be **currently enrolled** in an accredited College or University and pursuing a degree in Urban Planning, Public Administration, or closely related field. Graduate student is preferred. **Proof of current enrollment is required.** *A flexible work schedule is available which may include occasional evenings and weekends. Hours offered are approximately 15-20 hours per week.*

Deadline to submit applications: September 20, 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/community/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.