



INTERN—CURRENT PLANNING

CURRENT & HISTORIC PRESERVATION PLANNING DIVISION

\$16.12—\$19.56 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 and 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, pursuing a degree in historic preservation, planning, architecture or a closely related field.
- Graduate student preferred.
- GIS, Adobe Creative Suite 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 the staff and the public.
- Students able to make a one year commitment is preferred.

Application Deadline: February 22, 2019 at 5:00 p.m.

Applicants must submit a completed online City job application and supplemental questions by the filing deadline. To apply and view additional job information please visit <https://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.